

## VACERT FOR WINDOWS USER'S GUIDE

**1. Purpose.** This training guide provides instructions for the Windows version of VACERT, the electronic education certification program. School officials may use VACERT to generate enrollment certifications and notices of change in student status and to electronically send the information to the RPO (Regional Processing Office) of jurisdiction. This guide covers the features in version 3.16.6. The version includes an Installation routine, VACERT, ETCERT, CONVERT, VAREPORT, and an Uninstall routine. VACERT allows school officials to maintain records on VA students and generate enrollment certifications and notices of student status. ETCERT is the communications program to electronically send enrollment certifications and notices of change in student status to the RPO. CONVERT is an optional program to allow school officials who used the DOS version of VACERT to convert their historical records to the new format. VAREPORT is an optional program to allow school officials to create customized reports using the information stored in the VACERT databases. The Uninstall routine will remove the programs from personal computers if school officials decide they do not want to use them. Each program has its Help program.

**2. Rescission.** None.

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Distribution:	CO:	Per VA Form 3-7225
SS (224B)	FLD:	VBAFS, 2 each (Atlanta, Buffalo, Muskogee, & St. Louis – Distribute to each school using the Windows version of VACERT, 1 each. Distribute to each ELR and ECSS, 1 each.)

**DEPARTMENT OF VETERANS AFFAIRS**

**VACERT**

**FOR WINDOWS**

**USER'S GUIDE**

**ELECTRONIC  
EDUCATION CERTIFICATION**

**A PROGRAM FOR THE CREATION AND  
TRANSMISSION OF EDUCATION CERTIFICATIONS**

**Training Guide 22-98-2**

**October 20, 1998**

**Veterans Benefits Administration  
Education Service  
Washington, DC**

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## CHAPTER 1

### INTRODUCTION TO THE WINDOWS VERSION OF VACERT

#### 1.1 Background

**a. General.** The Department of Veterans Affairs (VA), Veterans Benefits Administration (VBA), Education Service, is offering a Windows version of VACERT, the electronic education certification program, to school officials. VACERT is a PC (Personal Computer) program to generate VA Forms 22-1999, Enrollment Certification, and 22-1999b, Notice of Change of Student Status. VACERT eliminates manually completing and mailing forms. The Windows version is for school officials using Microsoft Windows 3.1, Windows NT, Windows 95, or any other version of Microsoft Windows. A DOS version is available for school officials who are not using Windows.

**b. Purpose.** VACERT lets school officials generate enrollment certifications and notices of change in student status for students receiving VA education benefits under chapters 30, 32, 35, and 1606. A communications program lets school officials create transmission files to send to the RPO (Regional Processing Office). The Windows version allows vocational flight schools to generate enrollment certifications and monthly certifications of flight training. VA provides a toll-free number, 1-800-956-VETS (1-800-956-8387) to expedite file transmission. Incoming calls are directed to the RPO of jurisdiction based upon the area code in the school's telephone number. RPOs use a companion program to receive transmission files, process enrollment certifications and notices of change in student status, and maintain historical records. Each RPO has a VACERT Program Administrator to monitor the program and answer telephone calls or e-mails from school officials.

**c. Requirements for Using VACERT.** School officials and the RPO must execute a MOU (Memorandum of Understanding) before the school begins to use VACERT. The MOU contains the certifications on the reverse side of the printed version of VA Form 22-1999. The MOU is available on the VACERT web site under Download VACERT. The MOU must be signed by a school official and mailed to the RPO. Schools must have the hardware and software described in paragraphs 1.2 and 1.3 below.

**d. Where Can You Get VACERT.** School officials may download the program from the VACERT web site. RPOs can provide VACERT program disks. The installation routine establishes a generic record. School officials who used the DOS version of VACERT should contact their RPO's VACERT Program Administrator and request an update file. School officials who did not use the DOS version should mail the signed MOU to the RPO and request an update file. The RPOs can e-mail the update files to school officials. School officials who desire to use the DOS version should contact the RPO's Program Administrator.

**e. Features.** The Windows version includes VACERT and ETCERT, a communications program. Two optional programs are available during installation. The CONVERT utility allows school officials who used the DOS version to convert their records to the new formats. The VAREPORT utility allows school officials to generate reports using the information in the VACERT databases. Additional information about these features is contained in chapters 3 through 6.

**f. Updates.** VA may, at anytime, revise VACERT, ETCERT, and VAREPORT. RPOs will advise the school officials to download the VADELTA and ETDELTA files from the web site. VA is exploring the possibility of developing a delta file interchange routine. Updated files would be sent to schools after they send transmission files to the RPO. The RPOs will send updated copies of this training guide, if necessary.

**g. Training Guide.** This training guide contains the information school officials need to install the programs and run VACERT, ETCERT, CONVERT, and VAREPORT. It does not cover PCs, printers, modems, networks, or other software. Contact your school's technical assistance personnel for problems in these areas. Contact the RPO's Program Administrator or the VACERT programmer for problems with VACERT, ETCERT, CONVERT, and VAREPORT.

## 1.2 Hardware

**a. Minimum Requirements.** Schools need the following hardware to run VACERT:

- (1) An IBM-compatible PC. The minimum requirements are a 486 with overdrive (100 MHz) (megahertz) and 32 Mb (megabyte) of RAM (random access memory).
- (2) A compatible monitor, SVGA with 600 by 800 resolution and 16 bit color.
- (3) A compatible modem, from 2400 to 28.8 baud.
- (4) A laser printer.

**b. PCs with Less than the Minimum Requirements.** The Windows version will run on PCs with less than the minimum requirements. For example, it will run on PCs with 16 Mb of RAM rather than 32 Mb. The screens will be legible on monitors that are limited to 640 by 480 resolution. School officials may experience slow processing and other problems with PCs with less than the minimum hardware.

**c. Networks.** The Windows version will install and run on networked PCs.

## 1.3 Software

**a. Windows.** Schools will need the following software to use VACERT: Microsoft Windows 3.1, Windows NT, Windows 95, or any other version of Microsoft Windows.

**b. Communications.** If you do not want to use the communications program that comes with VACERT, you will need a communications software program that allows the use of "wild-card" characters.



## CHAPTER 2

### INSTALLATION

**2.1 General.** Installation can be done directly from the VACERT web site or from diskettes requested from the RPO. After installing the program, you will have a trial period during which transmission files cannot be sent to the RPO. If you decide that you want to use the Windows version, you will need to request an update file from your RPO. If you signed up to use the DOS version of VACERT, you can call or send an e-mail to your RPO to request the update file. If you did not sign up to use the DOS version, you will need to mail a signed MOU with the request for the update file to the RPO. The update file inserts the school's facility code(s) in the program and allows you to send transmission files to the RPO. You should maintain backup copies of the installation disks and update file.

### 2.2 Installation Options

**a. Default Directory.** The install program will create a **C:\VaCertv5** sub-directory. If you do not want to install the program on the C drive or use the default sub-directory, you have the option to change them.

**CAUTION:** If you do not install the Windows version in the **C:\VaCertv5** sub-directory, record the drive and sub-directory information for future reference.

**b. Options.** The install program provides 3 ways to install the program.

(1) The Typical method installs VACERT, ETCERT, and VAREPORT. This is recommended for school officials who have never used the program before.

(2) The Custom method installs VACERT, ETCERT, CONVERT, and VAREPORT. This is recommended for school officials who used the DOS version of VACERT.

(3) The Compact method installs VACERT and ETCERT. This is recommended for school officials who have older PCs with limited disk space.

### 2.3 Downloading from the Web Site

**a. VACERT Web Site.** The easiest way to obtain the Windows version is to log on to the VACERT web site at:

**<http://members.aol.com/jbates1997/vacert>**

**b. Downloading.** When the VACERT Electronic Certification screen appears, click on Download VACERT in the Table of Contents. When the Welcome to VACERT v3.16.6 Download Site screen appears, click on VACERT for Windows v3.16.6 Download Web Site. You can download an installation file or 4 diskettes. The installation routine will install the program on your PC's hard drive or on a network. It is a 4.5 Mb (Megabyte) file. The installation routine requires a password. Contact your RPO's Program Administrator if you do not know the password.

**c. Diskettes.** You should download the 4 diskettes (1.44 Mb) even if you download the **setupex.exe** file. Keep the disks for backup.

(1) If you are running Windows 95, you should download the disks to a temporary sub-directory on your hard drive. Insert a blank disk in the A drive. Open Windows Explorer. Open the temporary sub-directory and find "Disk 1." Double click on "Disk 1." The WinZip Self Extractor screen appears. Click the Unzip button. This unzips "Disk 1" and copies the files to the disk in the A drive. Repeat the process for disks 2, 3, and 4.

(2) If you are using Windows 3.1 or NT, unzip disks 1, 2, 3, and 4 using File Manager.

(3) You can do the same process if you initially download the disks to blank disks in your A drive. The only difference is that you must initially move the files from your A drive to a temporary sub-directory on your hard drive before attempting to unzip them.

**CAUTION:** Please number the disks so you can install them in the proper order during the installation routine.

**d. Installation.** After entering the password, the Welcome screen in figure 2.01 appears. To install the program, click the Next button on the 15 screens that appear. You can go backwards at any time by clicking the Back button. You can stop at any time by clicking the Cancel button. When the Setup Complete screen appears, you can run VACERT or click the Finish button.



**Figure 2.01 VACERT Install Welcome Screen**

## 2.4 Diskettes

**a. Request.** If you cannot access to the VACERT web site to download the Windows version, you may request the program on disks from the RPO's Program Administrator. The Program Administrator will prepare 4 disks and mail them to you.

### **b. Installation**

(1) If you are running Windows 95, use the following procedure to install the program:

- (a) Insert disk 1 of 4 in the A drive;
- (b) Click on My Computer;
- (c) Click on Control Panel;
- (d) Click on Add/Remove Program;
- (e) Click on Install/Uninstall
- (f) Click on Install;

(g) Click on Next. The command line should be A:\Setup. Follow the screen prompts to insert disks 2, 3, and 4.

(2) If you are running Windows 3.1, use the following procedure to install the program:

- (a) Insert disk 1 of 4 in the A drive;
- (b) Click on File;
- (c) Click on Run;

(d) Type A:\Setup. Press the Enter key. Follow the screen prompts to insert disks 2, 3, and 4.

**2.5 Trial Period.** After installing, you can convert historical records from the DOS version, add new students to the Student Registration file, and create enrollment certifications and notices of change in student status. You can try Smart Transmissions, Pre-Transmission Checking, Student Tracking, and VAREPORT. You cannot use ETCERT to create transmission files and send them to the RPO until you receive and run the update file.

**2.6 Main Menu.** The VACERT Main Menu in figure 4.02 below shows 2 schools, the University of Antarctica and Antarctica Technical, with fictional facility codes. You can change the school information but you cannot change the facility codes. This will be done automatically when you receive and run the update file.

## 2.7 Update File

**a. Request.** After trying the Windows version, you may request an update file from the RPO's Program Administrator. The update file inserts your school's facility code(s) and allows you to send enrollment certifications and notices of change in student status to the RPO.

**b. Pre-Transmission Check.** Before running the update file, start VACERT or ETCERT and select the Pre-Transmission Check. If you have enrollment certifications or notices of change in student status in the Pre-Transmission files, delete them before running the update file.

**c. Instructions.** Follow the instructions that come with the update file. For your convenience, they are repeated below. Keep the update file with the 4 backup disks if you need to reinstall the program or want to install it on a new PC or a network.

Please read the following instructions before running the attached update file.

1. Click twice on the update file (Update.exe) to open it.
2. The password to run the update file is Security. It is case sensitive.
3. The default sub-directory is C:\Vacertv5. If you did not install the Windows version in the default sub-directory, change the drive to show where you installed it.
4. Click on Unzip. The message, "1 file unzipped successfully" should appear. If it does, you can close this portion.
5. Open VACERT. The initial screen should show your facility code(s). If you have not already done so, click on the Maintenance on the top of the screen (not the icon on the right side!) and select School Information. Enter the certifying official's name, the school's name and address, and the certifying official's telephone number. When you return to the initial screen, the school information should be for your school.
6. Close VACERT and open ETCERT. You will now be able to transfer enrollments and changes to the Regional Processing Office.
7. You should make a backup copy of the update file and keep it with the 4 backup diskettes you downloaded from the web site. If you have not downloaded the backup diskettes from the web site, now would be a good time to do that.

## CHAPTER 3

### CONVERT

#### 3.1 Preparation

**a. DOS Version.** There is one step before running CONVERT. Open the DOS version. When the Main Menu appears, select Maintenance. When the Maintenance sub-menu appears, select Historical 22-1999s. When the Historical Enrollment Certification – 22-1999 screen appears, look at the Student/Veteran Name column. You must tell CONVERT whether you entered names in a first name, middle initial, last name format, or a last name, first name, middle initial format. A quick glance at the Student/Veteran Name column will provide the information.

**b. Copying Files.** If you did not install the Windows version on the same PC that you used for the DOS version, you will have to copy 3 files from the old PC to the new PC before running CONVERT.

(1) The first step is to copy the **VACERT.exe**, **change.dbf**, and **enroll.dbf** files on the old PC to a disk.

(2) The second step is to create a C:\VACERT sub-directory on the new PC.

(3) The third step is to copy the files on the disk into the C:\VACERT sub-directory on the new PC.

(4) If you had the DOS version installed in IHLCERT and NDCERT sub-directories, you will need to duplicate the sub-directories on the new PC and copy the **VACERT.exe**, **change.dbf**, and **enroll.dbf** from the old PC into the appropriate sub-directories.

**CAUTION:** CONVERT should only be used one time. If you add new records or edit existing records using the Windows version, you will lose the information if you run CONVERT again.

#### 3.2 Execution

**a. Main Menu.** Open CONVERT. The VACERT Conversion to Windows screen in figure 3.01 appears. If you are not sure where the historical records are located, click the Search button. The system searches for the necessary sub-directories in the DOS version for conversion. When the system finds the sub-directories, they appear in the box in the lower right corner of the screen. Click the Process button to continue. The Student Names screen in figure 3.02 appears. Click the Help button to access the CONVERT help file. Click the Exit button to cancel the conversion.

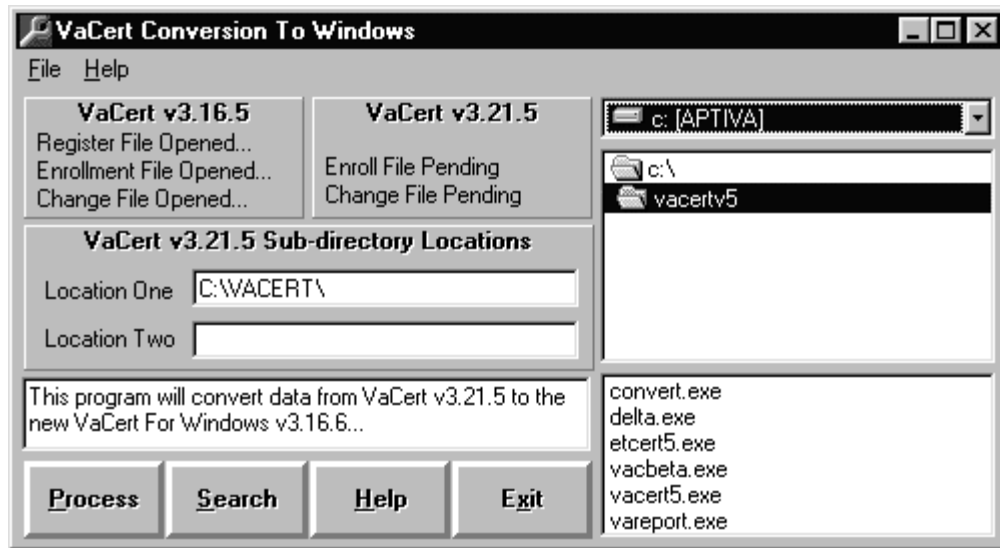


Figure 3.01 CONVERT Main Menu Screen

**b. Student Names.** The second step is to tell CONVERT how you entered student names. If you were not consistent when entering names, pick the most common format. You can edit the names after conversion. The Pre-Processor screen in figure 3.02 appears. Click on the circle to the left of First Name - Middle Initial - Last Name or Last Name - First Name - Middle Initial to make your selection. Click the Process button to continue. Click the State Code button if you did not use the two character abbreviation when entering the state in the address fields. Click the Help button to access the CONVERT help file. Click the Return button to return to the CONVERT Main Menu screen.

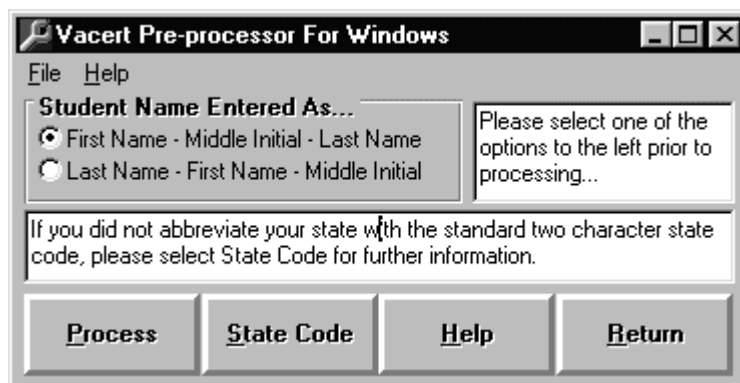
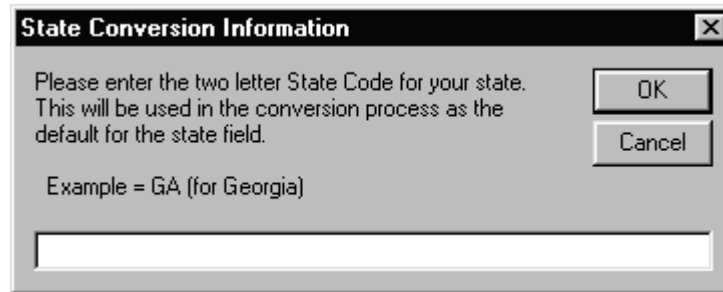


Figure 3.02 CONVERT Pre-Processor Screen

**c. State Code.** This is an optional step if you entered the complete state name in the address field rather than the 2 character abbreviation. The State Conversion Information screen in figure 3.03 appears. Enter the 2 character abbreviation. Click the OK button to continue. Click the Cancel button to return to the CONVERT Pre-Processor screen.



**State Conversion Information**

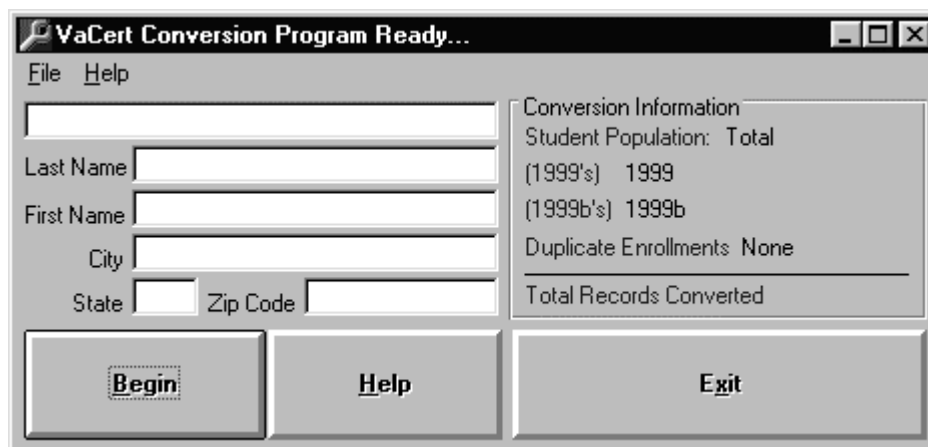
Please enter the two letter State Code for your state. This will be used in the conversion process as the default for the state field.

Example = GA (for Georgia)

OK Cancel

**Figure 3.03 CONVERT State Conversion Information Screen**

**d. Processing.** The Conversion Program Ready screen in figure 3.04 allows you to monitor the conversion. Click the Begin button to start. The screen shows the information from each record as it is converted. Check the last names and first names on the first couple of records. If they are incorrect, click the Exit button to stop processing. Return to the Pre-Processor screen and change the name format. Click the Help button to access the CONVERT Help file. Click the Exit button to stop the conversion.



**VaCert Conversion Program Ready...**

File Help

Conversion Information

Student Population: Total

(1999's) 1999

(1999b's) 1999b

Duplicate Enrollments None

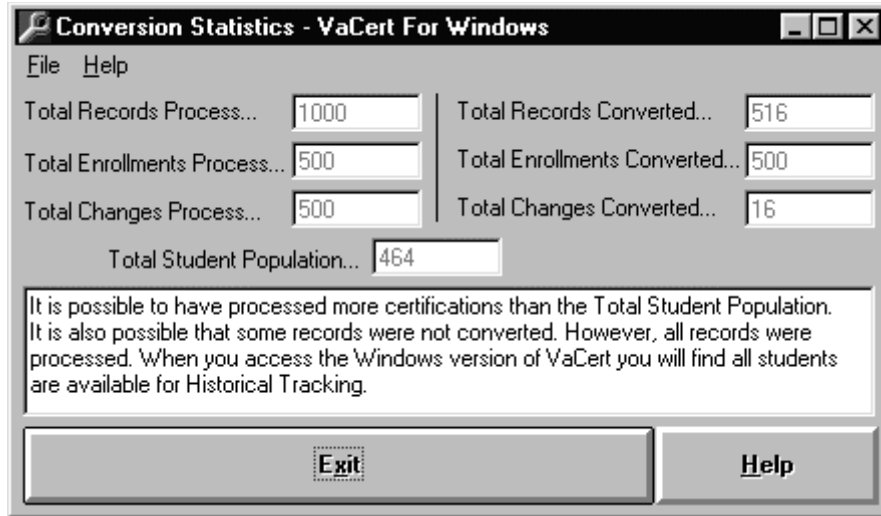
Total Records Converted

Begin Help Exit

**Figure 3.04 CONVERT Conversion Program Ready Screen**

**NOTE:** It is not possible to return to the CONVERT Main Menu or the Pre-Processor screens once you have started the conversion. When you click the Exit button, you will completely exit from CONVERT. You will need to repeat the entire process starting with opening CONVERT.

**e. Report.** After the conversion, the Conversion Statistics screen in figure 3.05 appears. The screen shows the total number of records enrollment certifications and notices of change in student status processed. It shows the total number of enrollment certifications and notices of change in student status converted. The number converted may be less than the number processed. CONVERT will not convert a DOS record if the only historical record is a notice of change in student status. For example, you certified a new student on a printed enrollment certification. You used the DOS version to do a notice of change in student status to report a training time change. This record will not be converted. Click the Exit button to close CONVERT.



**Figure 3.05 CONVERT Conversion Statistics Screen**

**NOTE:** The conversion program may split city names that consist of more than one word and put the beginning of the second word in the State field. For example, Baton Rouge, LA may be converted to city “Baton” and state “RO.” Check converted records for accuracy. You can use VAREPORT to generate a report of records where the entry in the state field is not equal to the 2 character state abbreviation. See chapter 6 for the instructions.

**f. Reindexing.** The final step is to open VACERT. Select Maintenance and Security/Data on the drop down menu or click on the Maintenance icon. Enter the password. If you do not know the password, contact your RPO’s Program Administrator. The Maintenance screen shown in figure 4.22 appears. To reindex, click the Historical 1999s button. The cursor changes to an hourglass while the program reindexes. When it changes back, click the Historical 1999b’s button followed by Registration button. When you have reindexed all 3 databases, click the Exit Maintenance button to return to the VACERT Main Menu.



## CHAPTER 4

### VACERT

#### SUBCHAPTER I. GENERAL

**4.1 Password.** When you start VACERT, the Password screen in figure 4.01 appears. Enter your password. If you do not know the password, contact the RPO's Program Administrator.

The image shows a password entry screen for the VACERT program. It has a gray background with a double border. The text is as follows:

**If you do not know the Password:**  
**Exit from this program and contact your local**  
**U.S. Department of Veterans Affairs Office.**

Below this text is a white rectangular input field for the password.

**This program contains information protected**  
**under the Privacy Act of 1974.**

**Please Enter Your Password**

To Exit this program, *click here...*

**Figure 4.01 VACERT Password Screen**

**4.2 Main Menu.** After entering the password, the VACERT Main Menu screen in figure 4.02 appears. There are Registration, Maintenance, Tracking, Help, Pre-Transmission Check (Enrollments, Changes, and Flight Training in the lower left corner), and Exit icons. You can use the drop down menus at the top of the screen or click on an icon to select a function. There are additional options available on the drop down menus. Under File, you can select Smart Transmission. Under Maintenance, you can select School Information. Under Setup, you can select Printer, Smart-Comments, SmartDates, SmartFlight, SmartPrograms, and SmartWords.



**Figure 4.02 VACERT Main Menu Screen**

**a. Registration.** This is the primary student record with access to the screens for enrollment certifications, notices of change in student status, and monthly certifications of flight training.

**b. Maintenance.** This allows you to reindex the databases and to change the password. See paragraph 4.14 below for additional information.

**c. Tracking.** This accesses the student's historical record. It includes the previous enrollment certifications and notices of change in student status. If you ran CONVERT, the historical record includes the DOS version enrollment certifications and notices of change in student status.

**d. Help.** This opens the VACERT help file. The Help menu provides the table of contents and the search mode. It contains information about the Windows version.

**e. Exit.** This closes VACERT.

**f. Pre-Transmission Check.** This allows you to see listings of enrollment certifications and notices of change in student status waiting to be sent to the RPO.

**g. Smart Transmission.** This allows you to enter enrollment certifications several weeks or months before the beginning date of a term and select them for transmission at a later date.

**h. Setup.** This allows you to set up your printer and to access the “Smart” features.

## SUBCHAPTER II. CUSTOMIZING

### 4.3 School Information

**a. Initial Setup.** The first time you run VACERT, the School Information screen in figure 4.03 appears. Complete the screen. If VA has assigned 2 facility codes to your school, you may have to complete 2 screens, one for the IHL programs (those leading to standard college degrees) and one for NCD programs (those leading to certificates or diplomas).

**IHL School Information - Facility Code 11900109**

Certifying Official	<input type="text"/>	<b>Continue Processing</b>
School	<input type="text"/>	
Address	<input type="text"/>	
City, State Zip	<input type="text"/>	<b>Exit Without Saving</b>
Branch Location	<input type="text"/>	
Phone Number	<input type="text"/>	

**Welcome to VaCert and Electronic Certification. The information requested above will be used for all forms generated and transmitted. If an item considered to be important is left blank, a message will inform you that the program requires this information and return you to data entry. If you need to exit without completing the form, press Exit Without Saving.**

**Figure 4.03 VACERT School Information Screen**

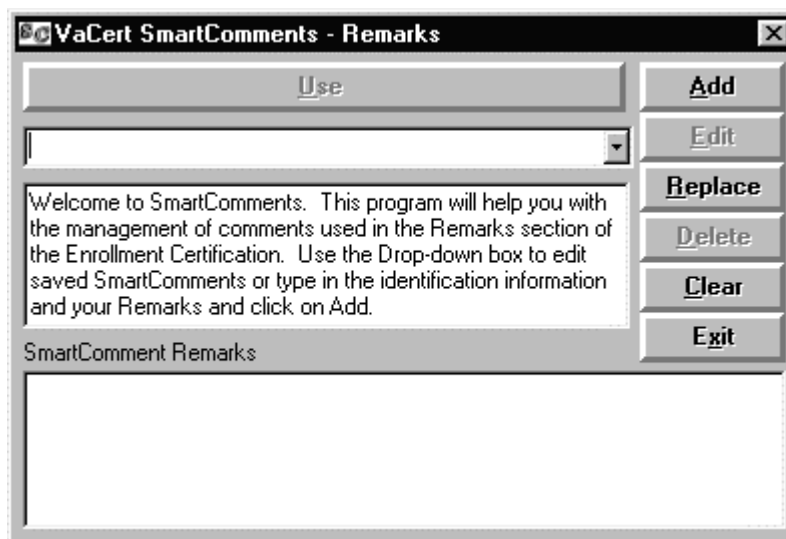
**b. Changing School Information.** The school information appears on the VACERT Main Menu screen. To change the information, click on Maintenance and School Information in the drop down menu. The easy way is to move your cursor to the word “*registered*” in the middle of the screen. When the cursor points to the left, click the left mouse button.

### 4.4 Setting Up VACERT

**a. Printers.** The Setup drop down menu provides access to the printer setup routine. The Printer Setup screen shows the recommended settings. Click the OK button. The Font screen lets you select the font, font style, and size. Make any changes and click the OK button. The Print screen shows your default printer. Click the OK button if the information is correct. Click the Setup button if the information is not correct or if you change printers. The settings are used for all system generated prints. You will need to repeat the process the first time you run ETCERT.

**b. Smart Features.** The Setup menu also provides access to SmartComments, SmartDates, SmartFlight, SmartPrograms, and SmartWords. Use the menu to add, delete, or change the entries.

(1) SmartComments. Click on Setup and SmartComments. The SmartComments screen in figure 4.04 appears. This is the easy way to enter remarks on enrollment certifications. Enter as many commonly used phrases as you desire. The top box is to assign a name that identifies the remark. The larger box is for the text that will appear on the enrollment certification. For example, you could create one for "Change of Program." Enter the phrase "Student requests a change of program and/or place of training. A signed VA Form 22-1995 is on file in the student's record." Click the Add button to save your entry. Click the Edit button to edit your entry. Click the Replace button to save a change. Click the Delete button to delete an entry. Click the Clear button to erase the screen. Click the Exit button to return to the Main Menu screen.



**Figure 4.04 VACERT SmartComments Screen**

(2) SmartDates. Click on Setup and SmartDates. The SmartDates screen in figure 4.05 appears. This is the easy way to enter the beginning and ending dates on enrollment certifications. All dates are in mm/dd/ccyy format. If you are entering dates for the current year, you do not have to enter the year. If you are entering 1998 summer session dates in 1998, you do not have to type "1998" in each field. For example, the first summer session begins on June 8, 1998, and ends on July 31, 1998. Enter 0608 in the beginning date field. Press the Enter key or the Tab key. VACERT converts your entry to 06/08/1998. Enter 0731 in the ending date field. Press the Enter key or the Tab key. VACERT converts your entry to 07/31/1998. Do not use this with terms that start in one calendar year and end in the next one. For example, a winter quarter starting in November and ending in March. Click the Save button to save your entries. Click the Clear button to erase the screen. Click the Sort Dates button to have your entries appear in numerical order by the beginning dates. Check the dates. You may have to click the button a second time to get the sort to work. Click the Exit button to return to the Main Menu screen.

**NOTE:** The stroke saver works on all date fields.

SmartDate Management

Beginning	Ending
01/05/1998	01/30/1998
02/02/1998	05/22/1998
02/02/1998	03/27/1998
03/30/1998	05/22/1998
06/01/1998	07/02/1998
06/15/1998	08/07/1998
07/06/1998	08/07/1998
08/24/1998	12/18/1998
08/24/1998	10/16/1998
10/19/1998	12/18/1998

Helpful Hint:  
Leave one set of dates blank so you can Drop and Drag them to clear Date Fields quickly during data entry.

Save

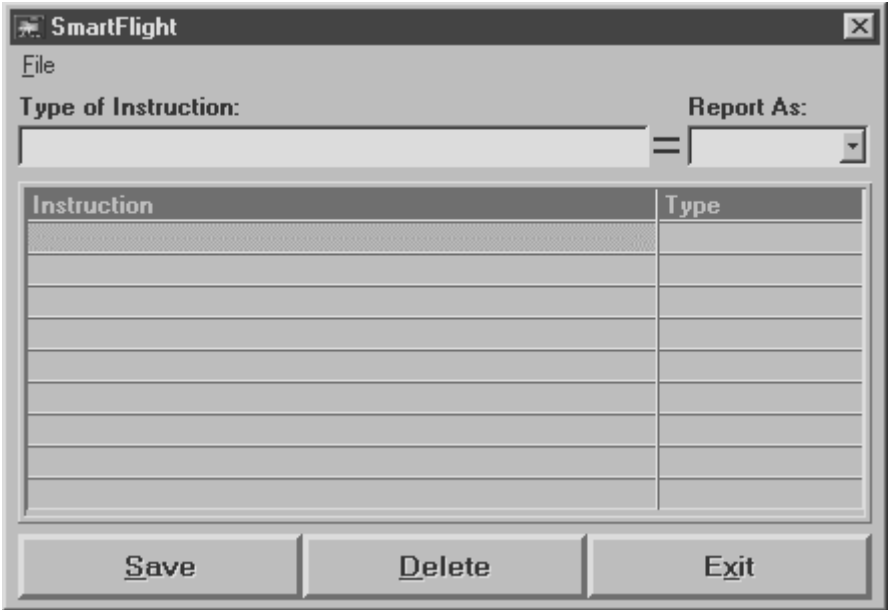
Clear

Sort Dates

Exit

Figure 4.05 VACERT SmartDates Screen

(3) SmartFlight. This is only for vocational flight schools. Click on Setup and SmartFlight. The SmartFlight screen in figure 4.06 appears. VA classifies flight training as dual, solo, preflight briefing and postflight critiques, ground, and other. The screen allows you to enter your descriptions of training and to classify them as one of the types. For example, if you have a dual/instrument rate approved, VA classifies it as dual training. Enter “Dual/Instrument” in the Type of Instruction field. Click the down arrow and highlight Dual. An alternative method would be to enter approved aircraft and indicate whether they are used for dual or solo training. If you use the same aircraft for dual and solo training, you would enter them twice, once for dual and once for solo. Click the Save button to save your entries. To delete an entry, highlight the line and click the Delete button. Click the Exit button to return to the Main Menu screen.



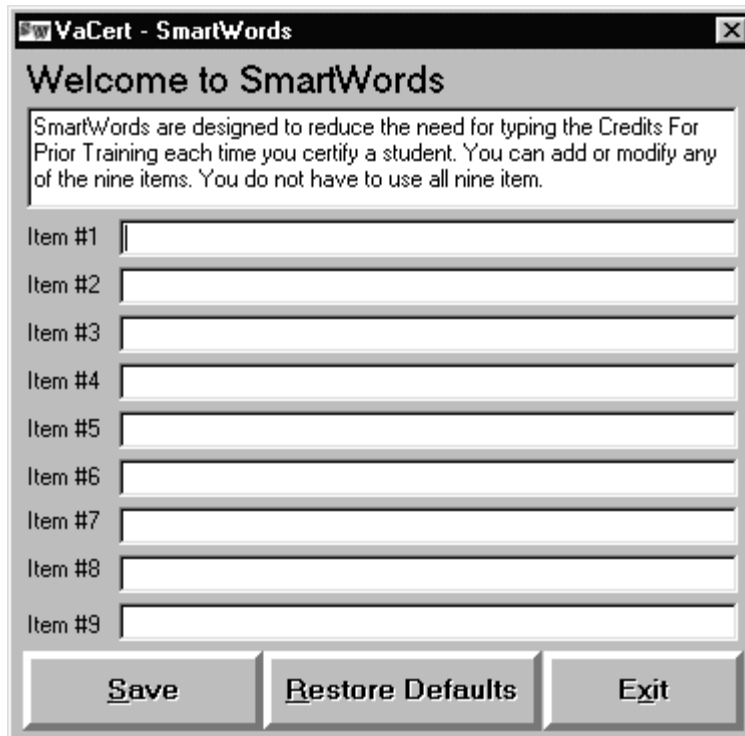
**Figure 4.06 VACERT SmartFlight Screen**

(4) SmartPrograms. Click on Setup and SmartPrograms. The SmartPrograms screen in figure 4.07 appears. This feature makes it easy to complete the Name of Current Training Program field on the Student Registration screen. Enter the names of your most popular programs or all your approved programs, whichever you desire. Click the Save button to save your entries. Your entries appear in alphabetical order. To edit an entry, highlight the line and click the Edit button. To delete an entry, highlight the line and click the Delete button. Click the Exit button to return to the Main Menu screen.



**Figure 4.07 VACERT SmartPrograms Screen**

(5) SmartWords. Click on Setup and SmartWords. The SmartWords screen in figure 4.08 appears. This feature makes it easy to complete Credit for Prior Training field on the Student Registration screen. Click the Restore Defaults button for suggested entries for 5 of the 9 fields. If you do not want to use the defaults, move the cursor to the field and enter the phrases you commonly use to report credit for prior training. Click the Save button to save your entries. Entries appear in the order you enter them. Click the Exit button to return to the Main Menu screen.



**Figure 4.08 VACERT SmartWords Screen**

### **SUBCHAPTER III. REGISTRATION**

#### **4.5 Student Registration**

**a. General.** The Student Registration screen contains general information about the student. The information is used on enrollment certifications and notices of change in student status. If you used the DOS version and ran CONVERT, the information from the fields on the DOS version enrollment certifications was copied into the Student Registration database. (See chapter 3 for information on CONVERT.)

**b. Access.** Select File and Registration on the drop down menu or click on the Registration icon. The Student Registration screen in figure 4.09 appears. The top line shows the number of records in the database.



**VaCert Student Population = 470**

File Notes Help

File Number Suffix

**Student Registration**

Last Name First Name Type of Training  
 Social Security Number Chapter Credit For Prior Training  
 Address Lines 1 and 2 ☐ Active Duty Status Name of Current Training Program  
 City State Zip Code

Add Edit Delete Seek Exit  
 1999 1999b Print Save Clear

File #	Sx	Last Name	First Name
303030301		MONTGOMERY	ALAN
303030302		MONTGOMERY	BILL
303030303		MONTGOMERY	CHARLES
303030304		MONTGOMERY	DAVE
303030305		MONTGOMERY	EDWARD
303030306		MONTGOMERY	FRED

Enter the File Number... 8:49 PM Sunday August 2, 1998

**Figure 4.09 VACERT Student Registration Screen**

**c. Interactive Grid.** The bottom of the screen shows the file number, suffix (chapter 35), and last and first name of each student in the database. Records are in numerical order by file number. Click on “Last Name” to see them in alphabetical order. Click on “File #” to return them to numerical order.

**d. Searches.** There are 2 ways to search for a record.

(1) Enter the student’s file number, last name, and/or Social Security Number in the appropriate fields in the upper left hand corner. Click the Seek button. If VACERT finds a matching record, it appears. If VACERT does not find a matching record, a message appears.

(a) If you enter a student’s file number or Social Security Number, VACERT should find one record. The exception would be if you enter a chapter 35 spouse or child’s file number without the suffix and you have more than one member of the family in your records. The grid appears in numerical order starting with the file number or Social Security Number you entered.

(b) If you just enter the last name, you may not get the record you want. Check the grid to see if there are other records with the same last name. The grid appears in alphabetical order starting with the last name you used for the search.

(2) It is faster to use the grid. Click on the words “File #.” Enter the student’s file number. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire number. You can also do name searches. Click on the words “Last Name.” Enter the student’s last name. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire name.

**e. Add a Record.** There are 2 ways to add a record.

(1) Click the Add button. Complete the Student Registration screen. Click the Save button. VACERT searches for a matching record. If VACERT finds a record, it appears. If VACERT does not find a matching record, it adds the new record to the database..

(2) It is easier to enter the student’s VA file number and click the Seek button. VACERT searches for a matching record. If VACERT finds a record, it appears. Click the Edit button to continue. If VACERT does not find a matching record, a message appears. Click the Add button to continue.

**f. Fields.** The following table describes the fields on the Student Registration screen:

FIELD	DESCRIPTION				
File Number	Enter the student’s 8 or 9 digit file number.				
Suffix	For chapter 35 students. Enter the <b>alpha</b> suffix from the following table.				
	Payee #	Suffix		Payee #	Suffix
Spouse	10	W	5th Child	45	E
1st Child	41	A	6th Child	46	F
2nd Child	42	B	7th Child	47	G
3rd Child	43	C	8th Child	48	H
4th Child	44	D	9th Child	49	I
Last Name	Enter the student’s last name followed by the suffix, if appropriate.				
First Name	Enter the student’s first name and middle initial.				
Social Security Number	Enter the student’s Social Security Number. If you entered it in the File Number field, VACERT will insert the number in this field.				
<b>CAUTION:</b> Chapter 35 students <u>cannot</u> have identical File Numbers and Social Security Numbers.					

FIELD	DESCRIPTION
Chapter	An optional field for the chapter. Click the down arrow for suggested entries. If you enter a suffix, VACERT inserts "Ch 35."
Active Duty Status	If you know a chapter 30 student is on active duty, click this box. It prompts a reminder to enter tuition and fees on enrollment certifications and notices of change in student status.
Address	Enter the student's current address.
City	Enter the city.
State	Enter the state or foreign country.
Zip Code	Enter the zip code.
Type of Training	Click the down arrow and highlight the appropriate type of training.
<p><b>NOTE:</b> The drop box is in alphabetical order. To change the one that appears in the field, highlight the desired type of training. When it appears in the field, move the cursor to the Type of Training header above the field. When the cursor points to the right, click the right mouse button once. A box appears asking if you want to change the default. Click the Yes button to save the change.</p>	
Credit For Prior Training	Enter the credit granted for prior education or training. If you use SmartWords, click the down arrow and use the mouse or down arrow to find the desired phrase. When it is highlighted, click once to select.
Name of Current Training Program	Enter the name of the student's current program of education. If you use SmartPrograms, click the down arrow and use the mouse or down arrow to find the desired program. When it is highlighted, click once to select.

**g. Save.** Click the Save button after completing the fields. VACERT edits your entries for consistency. VACERT checks the file number and suffix for a matching record. If an error is found, a message appears.

**h. Addresses.** If you enter or change an address, a box appears asking if you want to include the address on the enrollment certification. Click the Yes button to include it on the enrollment certification sent to the RPO. You can add or remove the change of address indicator at any time by clicking on File and Change of Address in the drop down menu. Address information is not sent to the RPO with each enrollment certification. If you want addresses printed on your copies of enrollment certifications, move the cursor to the Address Lines 1 and 2 header. When the cursor points to the

right, click the right mouse button. A box appears asking if you always want to print the student's address on enrollment certifications. Click the Yes button to print addresses on enrollment certifications.

**i. Change of Program - Same School.** When you enter or change the Name of the Current Training Program, a box appears asking if this is a change of program. If you click the Yes button, a change of program indicator is included on the enrollment certification sent to the RPO. This is **only** for students who change programs while enrolled at the same school. If the student changes schools and programs, enter the information in Remarks.

**j. Edit.** To edit a student's record, highlight the record, click the Edit button, enter the new information, and click the Save button. VACERT edits the entries for consistency. If an error is found, a message appears.

**k. Print.** Click the Print button to print the student's Registration record.

**l. Delete.** Click the Delete button to remove a student's record. A box appears asking if you really want to delete the record. Click the Yes button to delete it or the No button to cancel the action.

(1) When you exit from VACERT after deleting a record, the VACERT Maintenance screen in figure 4.10 appears. Click on the trash can in the upper right hand corner complete the deletion.



**Figure 4.10 VACERT Maintenance Screen  
(Following Deletion of a Record)**

(2) You can use this opportunity to clean up your databases. Move the cursor to the white area inside the box. Click the right mouse button. The question "Delete All Orphan Records" appears. Click the Yes button to clean up your databases.

(3) If you want to exit from VACERT without running maintenance, click the No Time for Maintenance button.

**m. Archive.**

(1) If a student graduates or permanently withdraws, you can save the student's record to a disk. Highlight the student's record. Click the Edit button. Insert a disk in the A drive. Click the File and Archive on the drop down menu on the Student Registration screen. The record will be copied to the disk and deleted from the Student Registration database.

(2) If a student returns to school after you have archived the record, you can copy the record back to the Student Registration database. Insert the archive disk in the A drive. Click the File and Archive on the drop down menu on the Student Registration screen. A screen appears asking you to enter the student's VA file number or "ARC." If you enter the student's VA file number, VACERT searches for the record. If it finds the record, a screen appears with the file number highlighted. If it does not find the record, a message appears. If you enter "ARC," a grid appears showing all the records on the archive disk. Double click on a record to copy it to the Student Registration database.

**n. Clear.** Click the Clear button to erase the Student Registration screen.

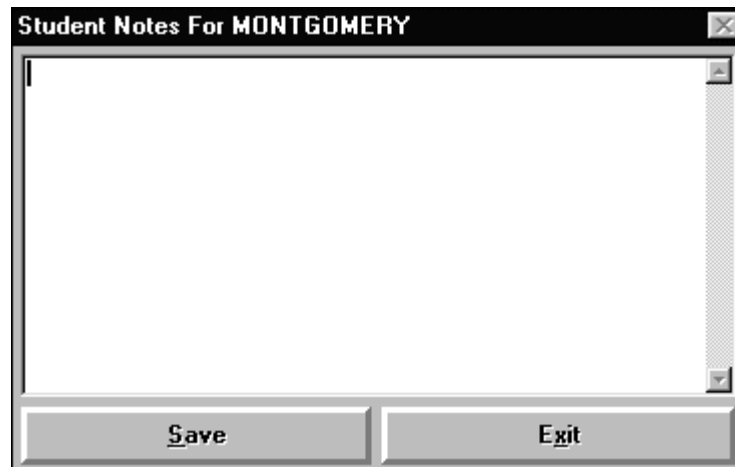
**o. Exit.** Click the Exit button to return to the VACERT Main Menu screen.

**4.6 Telephone Number & Miscellaneous Fields.** Click the telephone in the upper right hand corner of the Student Registration screen (fig. 4.09). The Telephone Plus screen in figure 4.11 appears. There is a field for the student's telephone number and 3 optional fields for your use. For example, if you want to store the student's monthly rate to generate a report for financial aid, this is the place to put it.



**Figure 4.11 Telephone Plus Screen**

**4.7 Notes.** You can add notes to a student's record. Click the Notes button on the drop down menu on the Student Registration screen. The Student Notes screen in figure 4.12 appears. You can also access notes from the Enrollment Certification screen. These are for your use. Notes are **not** sent to the RPO with enrollment certifications or notices of change in student status. Notes are **not** printed with a student's historical record.



**Figure 4.12 VACERT Student Notes Screen**

## **SUBCHAPTER IV. ENROLLMENT CERTIFICATIONS**

### **4.8 Enrollment Certifications**

**a. General.** To do an enrollment certification, highlight the student's record in Registration (fig. 4.09). Click the Edit button. When the record appears, click the 1999 button. The Enrollment Certification screen in figure 4.13 appears. The type of training and the student's name appear at the top of the screen. If the type of training is incorrect, click the Exit button. Return to the Student Registration screen. Correct the type of training. Click the Save button. Click the 1999 button.

Beginning	Ending	Credit	R/D	IS/TV	Clock	Tuition - Fees	Tng. Time
08/24/1998	12/11/1998	12					

☐ Advanced Pay

**Smart Dates 1**

02/02/1998	05/22/1998
02/02/1998	03/27/1998
03/30/1998	05/22/1998
06/01/1998	07/24/1998
06/08/1998	07/10/1998
07/13/1998	08/14/1998
08/24/1998	12/11/1998
08/24/1998	10/16/1998

Figure 4.13 VACERT Enrollment Certification Screen

**b. Prior Information.** If the student was previously certified, the information from the last enrollment certification appears. **Do not send previously certified periods to the RPO with new terms, quarters, or semesters.** This can delay processing and could result in an overpayment or underpayment if the student changed his or her enrollment. If you are entering the same number of periods that appear on the screen or more periods, you can enter the new information over the old information. If you are entering fewer periods, click the Clear button to erase the screen.

**c. Fields.** The following table describes the fields on the Enrollment Certification screen:

FIELD	DESCRIPTION
Beginning	Enter the beginning date of the term, quarter, or semester.
Ending	Enter the ending date of the term, quarter, or semester.

FIELD	DESCRIPTION
<b>NOTE:</b> The easy way to use SmartDates. Move the cursor to the desired dates. Hold down the left mouse button. Move the cursor to the beginning date. Release the mouse button. VACERT “drops” the dates into the fields. To display additional dates, double click on the border of the block.	
Credit	(Credit Hours Taken In Residence) Enter the number of credit hours taken in residence training.
R/D	(Remedial, Deficiency, & Refresher) Enter the credit hour equivalent for remedial, deficiency, and refresher courses. Enter the course number(s) and name(s) in Remarks.
IS/TV	(Independent Study/Open Circuit Television) Enter the number of credit hours of independent study or open circuit television courses. List the course(s) taken by independent study in Remarks.
Clock	(Clock Hours) Enter the number of clock hours the student is pursuing (for courses measured in clock hours and for practical training).
Tuition + Fees	Enter the tuition and fees for chapter 30 students on active duty, for chapter 30 and 35 students enrolled for less than one-half time training, or for students incarcerated for felonies.
Tng. Time	(Training Time) Enter the training time for graduate students by clicking the <b>Full, 3/4, 1/2, &lt; 1/2 and &gt; 1/4</b> (less than 1/2 time but more than 1/4 time), or <b>1/4 or Less</b> button.
Advance Pay	Click the box if the student requests an advance pay. The school must have previously agreed to accept and process advance payments. You must have a signed and dated request from the student in your records.
Remarks	Enter necessary or required remarks. If you have entered SmartComments, click the SmartComments button, click the down arrow, highlight the desired comment, and click the Use button. The SmartComments appear in the block.

**d. Term-by-Term Certification.** If you are certifying the fall and spring terms on one enrollment certification, we encourage you to enter each term, quarter, or semester on a separate line rather than combining them on one line. Enter the fall information on the first line. Enter the spring information on the second line. This makes it easier for the ECAP (Education Certification Automated Processing) program and the RPO’s adjudicators to process the award. It will make it easier for you to report changes in the student’s enrollment on the notice of change in student status form.



### e. Enrollment Certification Screen Options

(1) Click the Add to Transmission button to add an enrollment certification to the Pre-Transmission file. VACERT edits the entries for consistency. If an error is found, a message appears. A box appears asking if you want to print the form. You can print it now or wait until you send it to the RPO.

(2) Click the SmartDates button to add or change SmartDates.

(3) Click the SmartComments button to add, change, delete, or use SmartComments.

(4) Click the Save button to save an enrollment certification without adding it to the Pre-Transmission file. VACERT edits the entries for consistency. If an error is found, a message appears. A box appears asking if you want to print the form. You can also use the Save button to select an enrollment certification to appear on the Change-in-Student-Status screen (fig. 4.16).

(5) Click the Print button to print the enrollment certification. A box appears asking if you want today's date to be printed on the form. Use this option for original enrollment certifications, the first certification of a student who has never received VA education benefits for pursuit of a program of education. Original enrollment certifications must be signed and mailed to the RPO.

(6) Click the Clear button to clear the screen.

(7) Click the Notes button to add or change the notes on this student.



(8) Click on the Wizard button to see the instructions for scrolling through enrollment certifications.



(9) Click on Forward button to see enrollment certifications for later terms. A message will appear when the last enrollment certification appears.



(10) Click on the Backward button to see enrollment certifications for earlier terms.

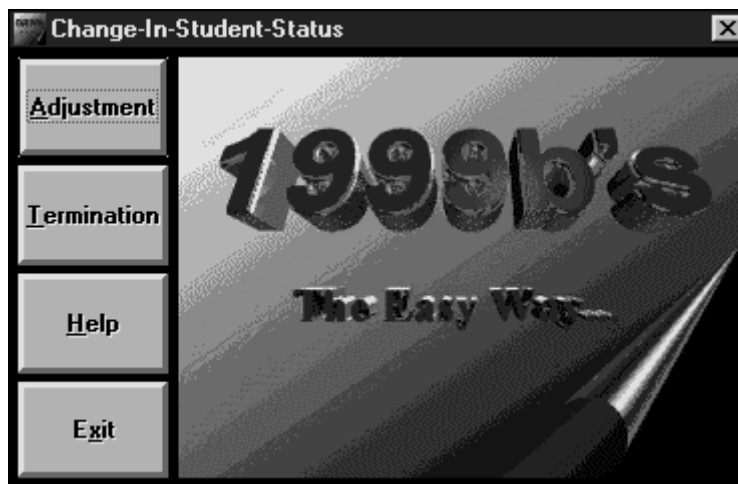


(11) Click on the Delete button to remove an enrollment certification.

(12) Click the Exit button to return to the Student Registration screen without saving the entries.

**SUBCHAPTER V. NOTICES OF CHANGE IN STUDENT STATUS****4.9 Notices of Change in Student Status – Stops**

**a. General.** To do a notice of change in student status, highlight the student's record in Student Registration (fig. 4.09). Click the Edit button. When the record appears, click the 1999b button. The Change-in-Student-Status screen in figure 4.14 appears.



**Figure 4.14 VACERT Change-in-Student-Status Screen**

**b. Change-in-Student-Status Screen Options.** Click the Adjustment button to report a change. Click the Termination button to report a termination. Click the Help button to access Help. Click the Exit button to return to the Student Registration screen.

**c. Stops.** Click the Termination button. The Termination screen in figure 4.15 appears. Complete the screen to terminate the student's education benefits for the current enrollment period and any previously certified future periods. The student will still be eligible for future education benefits.

Figure 4.15 VACERT Termination Screen

**d. Fields.** The following table describes the fields on the Termination screen:

FIELD	DESCRIPTION
Reason for Termination	Click the down arrow. Highlight the desired reason and click on it.
<b>NOTE:</b> The drop box contains abbreviated reasons. The complete legends and instructions are on the printed version of VA Form 22-1999b, Notice of Change in Student Status. The drop box contains a new reason, Graduation. Use Graduation if a student terminates due to graduating or satisfactorily completing his or her current program.	
Last Date of Attendance	Enter the actual last date the student attended training.
Last Date Credit Accrued	If the student was enrolled in an NCD program operated on a term, block, or unit basis, enter the last date the student earned credit toward the completion of his or her current program.
Mitigating Circumstances	If the student claims there are mitigating circumstances surrounding his or her withdrawal or termination, click the box to the left of "If Mitigating Circumstances are known, click here."
Remarks	Click the Remarks button to enter remarks on the form. Do this before you save or print the form.

FIELD	DESCRIPTION
<b>NOTE:</b> If you select Reason for Termination “Other (See Remarks),” VACERT requires an entry in remarks.	

#### e. Termination Screen Options

(1) Click the Save button. The system will edit the entries. If an error is found, a message appears. VACERT adds the termination to the Pre-Transmission file. A box appears asking you if you want to print the form. You can print it now or wait until you send it to the RPO.

(2) Click the Print button to print a notice of change in student status.

(3) Click the Remarks button to enter remarks. Do this **before** you save or print the form.

(4) Click the Exit button to return to the Change-in-Student-Status screen.

### 4.10 Notices of Change in Student Status – Changes

**a. General.** To do a notice of change in student status, highlight the student’s record in Student Registration (fig. 4.09). Click the Edit button. When the record appears, click the 1999b button. The Change-in-Student-Status screen in figure 4.14 appears. Click the Adjustment button. The Change-in-Student-Status screen in figure 4.16 appears. The logic behind the Change-in-Student-Status screen is to use the information on the latest enrollment certification or the previous notice of change in student status and change it. If you did a notice of change of student status for this student, you have the option of using the last enrollment certification or the last notice of change in student status. If you have not sent the notice of change in student status to the RPO, you have the option of reviewing it before deleting it.

**b. Change-in-Student-Status Screen.** The information from the last enrollment certification or a previous notice of change in student status appears on the top of the screen. The top of the screen is identical to the enrollment certification screen with the additions of the buttons and the Effective Date field. The bottom half contains the Interactive Data Grid. Click on the Wizard for the instructions on how to report a change in student status for different situations.

	Beginning	Ending	Credit	R/D	IS/TV	Clock	Tuition - Fees	Tng. Time	Effective Date
<input type="radio"/>	02/02/1998	05/22/1998	12						
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									

Clear Print Save Notes Exit

*Interactive Adjustment Center*

By the numbers...

1. Select a period of enrollment that you need to adjust. Click on one of the red buttons.
2. Select the Reason for the Adjustment in the Visual Adjustment Center.
3. Enter the Adjustments hours.
4. Click on the Accept button.

Exit the Change-In-Student-Status Form...

**Figure 4.16 VACERT Change-in-Student-Status Screen**

**c. Incorrect Enrollment Information.** If the information that appears is not for the period(s) you want, click the Exit button. When the Change-in-Student Status screen appears, click the Exit button. When the Student Registration screen appears, click the 1999 button. Use the Forward and Backward buttons to find the enrollment certification for the period you want to amend. Click the Save button. Click the Exit button. When the Registration screen appears, click the 1999b button. When the Change-in-Student Status screen appears, click the Adjustment button.

**d. Step-by-Step Procedures for an Adjustment**

(1) Click the red button to the left of the enrollment period you want to amend. The button turns green and the bottom of the screen changes as shown in figure 4.17. The information from the enrollment period you selected appears on both lines. You cannot change the information on the first line. Enter the changed information on the second line.

Interactive Adjustment Center For Period 1

Beginning	Ending	A. Hrs	C. Hrs	D. Hrs	Clock Hrs	Tuition - Fees	Training Time	Effective Date
02/02/1998	05/22/1998	12						
02/02/1998	05/22/1998	12						

Reason For Adjustment

Non College Degree Schools Data Entry Only

Accept

Cancel

High School

Remarks

Mitigating Circumstances Claimed...

Last Date of Actual Attendance

Last Date of Credit Accrued

Change-In-Student-Status 1999b The Easy Way

Figure 4.17 VACERT Change-in-Student-Status Screen (Bottom Half)

(2) The following table describes the fields on the Change-in-Student-Status screen:

FIELD	DESCRIPTION
Reason for Adjustment	Click the down arrow. Highlight the desired entry and click on it.
<b>NOTE:</b> The drop box contains abbreviated reasons for adjustment. To see the complete legends and instructions, look at the printed copy of VA Form 22-1999b, Notice of Change in Student Status.	
Effective Date	Enter the effective date of the student’s change.
Mitigating Circumstances	If the student claims there are mitigating circumstances surrounding his or her change, click the box after “Mitigating Circumstances Claimed.”
Remarks	Click the Remarks button to add remarks.
<b>NOTE:</b> If you select Reason for Adjustment “Other (See Remarks),” VACERT requires an entry in the remarks.	

(3) Always start with Reason for Adjustment. VACERT inserts effective dates for some reasons. Check the date. Enter the new information. The fields are identical to the Enrollment Certification screen (fig. 4.13). Click the down arrow after Training Time to select a training time for graduate and advanced professional students.

(4) Do **not** click the High School/NCD Only button. Do **not** complete the NCD Last Date of Attendance or Last Date Credit Accrued fields.

(5) Click the Accept button to save the change. VACERT edits the entries. If an error is found, a message appears. The screen returns to the format in figure 4.16 with revised information and the effective date shown on the line underneath the original information. The button to the left is blue.

(6) Click the Cancel button to cancel your action. The screen returns to the format in figure 4.16.

(7) To change another period on the screen, click the red dot to the left of the enrollment period and repeat the process.

**CAUTION:** Do **not** use this screen to certify new periods. For example, if you are reporting a change to a summer term, do not use this screen to certify the fall term. Use an enrollment certification.

**e. Previous Periods.** To enter a change to a previous period after sending an enrollment certification for a subsequent period, follow the procedure in subparagraph c above to find the enrollment certification for the period you want to adjust. When the information appears on the Change-in-Student-Status screen, do the adjustment according to the procedure outlined above. The next step is to enter the information from the subsequent enrollment certification.

(1) Click the red dot to the left of the next line. When the message appears asking if you want to add another enrollment period, click the Yes button. The red dot changes to yellow. Enter the second enrollment period as it appeared on the enrollment certification. Leave the Effective Date blank.

(2) If there are no changes to report to the second enrollment period, click the Save button. If there is a change to the second period, click the yellow dot. The bottom of the screen changes to allow you to enter the change.

**f. Amending a Previous Notice of Change in Student Status.** There are situations when you need to amend a previous notice of change in student status. For example, for a student who makes more than one change during a term. The procedure for amending a previous notice of change in student status is identical to the procedure for doing the first change to an enrollment period.

(1) When the message appears asking if you want to use the current enrollment certification, click the No button. The Change-in-Student-Status screen appears with the information from the last notice of change in student status shown. Click the blue dot. A message appears asking if you want to amend the previous change or add another change. Follow the instructions to make a selection.

(2) The information from the previous change appears in the Interactive Data Grid at the bottom of the screen. Enter the new information using the same procedures described above. Click the Accept button. Click the Save button to complete the action.

#### **g. Change-in-Student-Status screen Options**

(1) Click the Clear button to erase the screen.

(2) Click the Print button to print the notice of change in student status form.

(3) Click on the Save button to save the entries. VACERT edits the entries. If an error is found, a message appears. VACERT adds the action to the Pre-Transmission file. A box appears asking you if you want to print the form. You can print it now or wait until you send it to the RPO.

(4) Click the Notes button to add or change the notes on this student.

(5) Click the Exit button to return to the Change-in-Student Status screen. Click the Exit button again to return to the Student Registration screen.

## SUBCHAPTER VI. FLIGHT TRAINING

**4.11 Student Registration Screen for Flight Training.** There is only one difference between the Student Registration screen in figure 4.09 and the Student Registration screen for flight training in figure 4.18. The 1999b button is replaced by a 6553c button.

File #	Sx	Last Name	First Name
303030301		MONTGOMERY	ALAN
303030302		MONTGOMERY	BILL
303030303		MONTGOMERY	CHARLES
303030304		MONTGOMERY	DAVE
303030305		MONTGOMERY	EDWARD
303030306		MONTGOMERY	FRED

Veterans File Number... 7:45 PM Thursday August 6, 1998

**Figure 4.18 VACERT Student Registration Screen – Flight Training**



4.12 Enrollment Certifications for Flight Training

**a. General.** To do an enrollment certification for a vocational flight training program, highlight the student’s record in Student Registration (fig. 4.18). Click the Edit button. When the record appears, click the 1999 button. The Flight Training Certification screen in figure 4.19 appears. The student’s last name appears at the top of the screen. If the correct screen does not appear, click the Exit button. Return to the Student Registration screen. Use the drop down arrow to select “Flight Training” as the Type of Training. Click the Save button. Click the 1999 button. If the student was previously certified, the information from the last enrollment certification appears. You can enter the new information over the old information or click the Clear button to erase the screen.

Flight Training Certification For - MONTGOMERY

File Help

**Credit Allowed For Previous Military And Civilian Training**

Certificates and Ratings

Dual  
Solo  
Ground Sch

**Number Of Hours/Units Of Instruction In Current course**

Dual Solo Other and Remarks  
Ground Sch Pre and Post

Date Began 08/02/1998 Total Charges

Save Clear Save Trans Print Exit 22-6553c

VaCert 3.16.6 Rev-D1 Flight Certification...

Figure 4.19 VACERT Flight Training Enrollment Certification Screen

**b. Fields.** The following table describes the fields on the Flight Training Enrollment Certification screen:

FIELD	DESCRIPTION
<b>Credit Allowed for Previous Military And Civilian Training</b>	
Dual	Enter the number of hours of dual flight training allowed toward the current course.

FIELD	DESCRIPTION
<b>Credit Allowed for Previous Military And Civilian Training (Continued)</b>	
Solo	Enter the number of hours of solo flight training allowed toward the current course.
Ground Sch	(Ground School) Enter the number of hours of ground school allowed toward the current course.
Certificates and Ratings	Enter the certificates and ratings held by the student.
<b>Number of Hours/Units of Instruction in Current Course</b>	
Dual	Enter the number of hours of dual flight training in the current course.
Solo	Enter the number of hours of solo flight training in the current course.
Ground Sch	Enter the number of hours of ground school in the current course.
Pre and Post	Enter the number of hours of preflight briefings and postflight critiques in the current course.
Other and Remarks	Enter any other training in the current course not previously listed. Enter any remarks pertaining to the student's current enrollment.
Date Began	VACERT inserts the current date. If that is not the date the student began training in the current course, enter the correct beginning date.
Total Charges	Enter the total charges for the current course.

### c. Flight Training Enrollment Screen Options

(1) Click the Save button to save your entries. VACERT edits your entries. If an error is found, a message appears. A box appears asking if you want to print the enrollment certification. You can print it now or wait until you send it to the RPO.

(2) Click the Clear button to erase the screen.

(3) Click the Save Trans button to add the enrollment certification to the Pre-Transmission file. VACERT edits your entries. If an error is found, a message appears. A box appears asking if you want to print the enrollment certification. You can print it now or wait until you send it to the RPO.

- (4) Click the Print button to print the enrollment certification.
- (5) Click the Exit button to return to the Student Registration screen.
- (6) Click the 22-6553c button to go to the monthly certification of flight training screens.

#### 4.13 Monthly Certifications of Flight Training

**a. General.** To do a monthly certification of flight training, highlight the student's record in Student Registration (fig. 4.18). Click the Edit button. When the record appears, click the 6553c button. You can also click the 6553c button on the enrollment certification for flight training screen (fig. 4.19). The Flight Training Certification screen in figure 4.20 appears. The student's last name appears at the top of the screen. If you previously entered monthly certifications, the information from the last monthly certification appears. You can enter the new information over the old information or click the Clear button to erase the screen.

**Flight Training Certification For - MONTGOMERY**

File Help

**Reporting Period**

Begin Date: 05/01/1998      Completed or Terminated Date:

Ending Date:

Name of Current Program: COMMERCIAL PILOT

**Cost Summary For Reporting Period**

Cost This Period.....

State/Local Sales Taxes.....


Total Cost This period.....

Total Cost To Student.....

**Flight Instruction Furnished For Current Course During Reporting Period (Click)**

**Summary of Total Hours In Course Through End of Reporting Period.**

Instruction	Max Approved	Hours To Date	Instruction	Max Approved	Hours To Date
<input type="checkbox"/> Dual	60	<input type="text"/>	<input type="checkbox"/> Ground	60	<input type="text"/>
<input type="checkbox"/> Solo	100	<input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Pre/Post	40	<input type="text"/>			

**Remarks**  Locked

**Student Class of Medical Certificate**

Date of Last Examination:

**Remarks**

**Save For Transmission** **Calculate Cost** **Save** **Clear** **Print** **Exit**

**General Remarks...**

Figure 4.20 VACERT Flight Training Certification – 1st Screen

**b. Reporting Period Fields.** The following table describes the 4 fields in the upper left hand corner of the first screen:

FIELD	DESCRIPTION
<b>Reporting Period</b>	
Begin Date	Enter the beginning date of the period to be certified. On the first monthly certification, the entry in the enrollment certification's Date Began appears.
Ending Date	Enter the ending date of the period to be certified.
Completed or Terminated Date	If the student completed the current course or withdrew from training, enter the date the student completed the current course or withdrew.
Name of Current Program	The name of the current program appears.
<b>NOTE:</b> If the name of program is incorrect, click the Exit button to return to the Student Registration screen (fig. 4.18). Correct the name of the current program. Click the Save button. Click the 6553c button.	

**c. Second Screen.** Click the Flight Instruction Furnished For Current Reporting Period button. The Flight Instruction Furnished For Current Reporting Period screen in figure 4.21 appears.

✈ Flight Training Certification For - MONTGOMERY

File Help

Flight Instruction For Current Course During Reportion Period.

Type of Instruction	Horse Power	Hours	Rate	Amount
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Return With Calculation...

Return With No Calculation...

Clear All Data

Type of Instruction...

Figure 4.21 VACERT Flight Training Certification – 2nd Screen

d. **Second Screen Fields.** The following table describes the fields on this screen:

FIELD	DESCRIPTION
Flight Instruction Furnished For Current Reporting Period	
Type of Instruction	Click the down arrow to see your entries in SmartFlight. Highlight the entry.
Horse Power	Enter the horse power of aircraft used for dual and solo flight training.
Hours	Enter the number of hours of training completed.
Rate	Enter the approved hourly rate for the training.
Amount	VACERT multiplies the number of hours times the rate.

**e. Flight Instruction Furnished For Current Reporting Period Screen Options**

(1) Click the Return with Calculation button to save your entries and return to the first screen. The total of the entries in the Amount fields is inserted in the Cost This Period field. The type of instruction and number of hours in each type of instruction are added to the existing information in the appropriate Summary of Total Hours in Current Course Through End of Reporting Period fields.

(2) Click the Return with No Calculation button to save your entries and return to the first screen. The information on the screen does not update the fields on the first screen.

(3) Click the Clear All Data button to erase the screen.

**f. Remaining Fields on First Screen.** The following table describes the additional fields on the first screen:

FIELD	DESCRIPTION
<b>Cost Summary for Reporting Period</b>	
Cost This Period	Enter the cost of training for the reporting period.
<b>NOTE:</b> If you clicked the Return with Calculation button, VACERT completes this field.	
State/Local Sales Taxes	Enter the amount of any state or local sales taxes <b>if</b> they are approved <b>and</b> are not included in the hourly rates.
Total Cost This Period	Enter the sum of the Cost This Period and State/Local Sales Taxes fields.
<b>NOTE:</b> If you click the Calculate Cost button, VACERT adds the Cost This Period and State/ Local Sales Taxes and displays it in this field.	
Total Cost to Student	Enter the sum of the Total Cost This Period for this reporting period to the Total Cost To Student on the last monthly certification.
<b>NOTE:</b> If this is the first monthly certification, VACERT copies the Total Cost This Period into the field. On subsequent monthly certifications, VACERT adds the Total Cost This Period to the Total Cost to Student on the last certification and displays the new amount.	
<b>Summary of Total Hours in Current Course Through End of Reporting Period</b>	
Dual	Enter the maximum number of hours of dual flight training in the current course and the total number of hours completed to date.

FIELD	DESCRIPTION
<b>Summary of Total Hours in Current Course Through End of Reporting Period (Continued)</b>	
Solo	Enter the maximum number of hours of solo flight training in the current course and the total number of hours completed to date.
Pre/Post	Enter the maximum number of hours of preflight briefings and postflight critiques in the current course and the total number of hours completed to date.
Ground	Enter the maximum number of hours of ground training in the current course and the total number of hours the student completed to date.
Other	Enter the maximum number of hours of other training in the current course and the total number of hours the student has completed to date.
<b>NOTE:</b> If you clicked the Return with Calculations button, the number of hours by type is added to the number of hours in the appropriate fields. If the number of hours in a field is incorrect, move the cursor to the airplane. Click on it. The legend underneath the airplane changes from “Locked” to “Un-Locked.” You can change the number of hours in any of the fields.	
Class of Medical Certificate Held by Student	Enter the class of the medical certificate currently held by the student. Students in Airline Transport Pilot courses must have class I certificates. Students in all other courses must have class II certificates.
Date of Last Examination	Enter the date of the physical examination that was the basis for the student’s current medical certificate.
Remarks	Enter any substitutions, flight tests, or variances from the student’s approved course, or changes in enrollment and training status.

#### g. Flight Training Enrollment Screen Options

(1) Do **not** click the Save for Transmission button. Monthly certifications of flight training may **not** be electronically sent to the RPO. They must be printed, signed and dated by the student and the certifying official, and mailed to the RPO.

(2) Click the Calculate Cost button to have VACERT make the calculations.

(3) Click the Save button to save your entries. VACERT edits your entries. If an error is found, a message appears. A box appears asking if you want to print the monthly certification.

(4) Click the Clear button to erase the screen.

- (5) Click the Print button to print the monthly certification.
- (6) Click the Exit button to return to the Student Registration screen.

#### 4.14 CONVERSION CONSIDERATIONS

**a. Previously Submitted Enrollment Certifications.** Even if you have sent an enrollment certification and monthly certifications for the student's current course to the RPO, you should enter the information into the program. The information on enrollment certifications is used to complete some fields and to edit other fields on the monthly certification of flight training.

(1) The Number of Hours/Units of Instruction in Current Course data is used to complete the Maximum Approved fields on the monthly certification. VACERT will not let you certify a student for more hours than those originally certified.

(2) The Total Charges are compared with the amount in the Total Cost to Student for This Course through End of Reporting Period field on the monthly certification. VACERT will not let you certify a student for total costs in excess of the amount originally certified.

**b. Previously Submitted Monthly Certifications of Flight Training.** After entering the enrollment certification, you should enter the information from the monthly certification(s).

(1) If you have submitted one or two monthly certifications, it will probably be easiest to enter the information from each monthly certification.

(2) If you submitted 3 or more monthly certifications, it may be easier to combine the information and enter it on one monthly certification. Add all the dual, solo, ground, pre and post, and other training hours. Since the student may have flown different aircraft during his or her current course, you may have to fudge the hourly rates. If the total cost to the student does not come up to the actual total cost, use the State/Local Sales Taxes field to make the total cost to the student equal the amount actually paid by the student for the training. For example, if the student completed \$2,913.30 worth of training and the Cost This Period total only came to \$2,775.25, enter \$138.05 in State/Local Sales Taxes field to generate the correct amount in the Total Cost To Student field.



## SUBCHAPTER VII. ADDITIONAL FEATURES

### 4.15 Historical Tracking

**a. General.** Historical Tracking allows you to look at a student's entire record.

**b. Access.** Select File and Historical Tracking on the drop down menu or click on the Tracking icon. The VaCert – Historical Student Tracking screen in figure 4.22 appears.

File #	Sx	Last Name	First Name	SSAN
303030301		MONTGOMERY	ALAN	303-03-0301
303030302		MONTGOMERY	BILL	303-03-0302
303030303		MONTGOMERY	CHARLES	303-03-0303
303030304		MONTGOMERY	DAVE	303-03-0304
303030305		MONTGOMERY	EDWARD	303-03-0305
303030306		MONTGOMERY	FRED	303-03-0306

Current Registration Information For MONTGOMERY, ALAN

1. Type of Training = Undergraduate Standard
2. Name of Program = ASSOCIATE DEGREE
3. Credit for Prior Training = Previously Submitted or Reported
4. Current Enrollment Certification

Begin 08/24/1998, Ending 12/11/1998, A.{12}, C.{}, D.{}, Hrs{}, Tuit{}, Tng{}

Historical Certification Information - Item 1

Date Certification Stored For Transmission 05/24/1998

Enter the File Number, Last Name or SSAN

**Start Search** **Print Record** **Notes** **Exit**

**Figure 4.22 VACERT – Historical Student Tracking Screen**

**c. Interactive Grid.** The top of the screen is a grid. Records are in numerical order by file number. Click on “Last Name” to show them in alphabetical order. Click on “File #” to return them in numerical order. The middle of the screen shows the information from the first record.

**d. Searches.** There are 2 ways to search for a record.

(1) Enter the student's file number, last name, or SSN in the field in the lower left hand corner of the screen. Click the Start Search button. If VACERT finds a matching record, it shifts the grid to highlight the student's file number and shows the record in the center of the screen. If VACERT does not find a matching record, a message appears.

(a) If you enter a file number or the student's SSN, VACERT should find one record. The exception would be if you enter a chapter 35 spouse or child's file number without the suffix and you have more than one member of the family in your records. The grid is in numerical order starting with the file number or SSN you entered. Check the name fields to ensure that this is the record you want.

(b) If you just enter the last name, you may not get the record you want. Check the grid to see if there are other records with the same last name. The grid is in alphabetical order starting with the last name you used for the search.

(2) It is faster to use the grid. Click once on "File #." Enter the student's file number. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire number. You can also do name searches. Click once on "Last Name." Enter the student's last name. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire name. Once the desired record appears in the grid, click on it to see the information.

**e. Information Display.** The type of training, name of the current program, and credit for prior training information appears under Current Registration Information. The current enrollment certification appears under Current Enrollment Certification. The historical enrollment certifications and notices of change in student status appear in the order they were sent to the RPO. The date of transmission is shown. If you ran CONVERT, the enrollment certifications and notices of change in student status created with the DOS version are included.

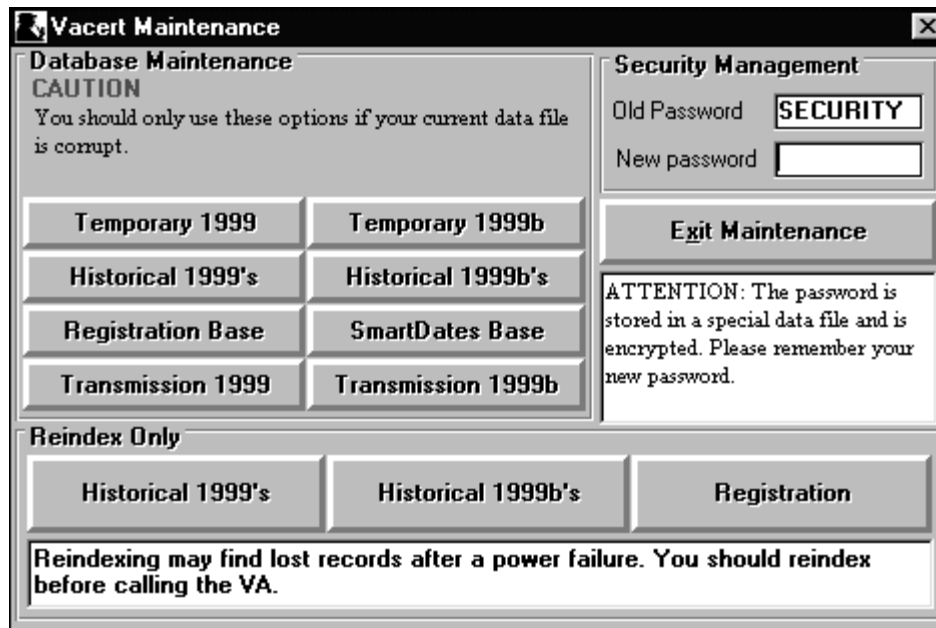
**f. Printing.** Click the Print button to print the record.

**g. Notes.** Click the Notes button to add or amend your notes on this student.

**h. Exit.** Click the Exit button to return to the VACERT Main Menu.

#### 4.16 Maintenance

**a. Access.** Select Maintenance and Security/Data on the drop down menu or click on the Maintenance icon. A password screen appears. Enter the password. If you do not know the password, contact your RPO's Program Administrator. After the VACERT Data Management Caution message appears, the Vacert Maintenance screen in figure 4.23 appears.



**Figure 4.23 VACERT Maintenance Screen**

**b. Database Maintenance.** Do not use database maintenance unless specifically directed to do so by the VACERT programmer. You could lose all or some of the information in the databases. To execute database maintenance, click the databases. The cursor changes while VACERT checks the database. When you are finished, click the Exit Maintenance button to return to the Main Menu.

**c. Reindexing.** To reindex the 3 major databases, click the Historical 1999s button. The cursor changes to an hourglass while VACERT reindexes. When it changes back, click the Historical 1999bs button followed by Registration button. When you have reindexed all 3 databases, click the Exit Maintenance button to return to the Main Menu.

**NOTE:** It is a good idea to reindex periodically. It will improve the overall operation of VACERT, especially if you have a large number of records. We recommend reindexing at least once a month.

**d. Changing the Password.** To change the password, enter the new password in the New Password field. Click the Exit Maintenance button to return to the Main Menu.

**CAUTION:** Record the new password when you change it. VACERT does not ask you to confirm your new password after changing it. If someone changes the password without telling you and you cannot get into VACERT, contact the RPO's Program Administrator.

#### **4.17 Pre-Transmission Checks**

**a. General.** The Pre-Transmission Check allows you to look at enrollment certifications and notices of change in student status waiting to be sent to the RPO. You can delete an enrollment certification or notice of change in student status if you decide that you do not want to send it.

(1) Deleting an enrollment certification or a notice of change in student status from the Pre-Transmission file does not remove the information from the student's historical record.

(2) To add a previously removed enrollment certification or notice of change in student status, select Registration. Highlight the student's record. Click the Edit button. Click the 1999 or 1999b button. When the screen appears, click the Add to Transmission button (for enrollment certifications) or the Save button (for notices of change in student status).

**b. Enrollment Certifications.** To see pending enrollment certifications, select File, Pre-Transmission Check, and Enrollments on the drop down menu or move the cursor to Enrollments in the lower left hand corner of the VACERT Main Menu. When the cursor points to the left, click the left mouse button. The Pre-Transmission Check – Current Pending Enrollments screen in figure 4.24 appears.

[illegible]

**Figure 4.24 Pre-Transmission Check – Current Pending Enrollments Screen**

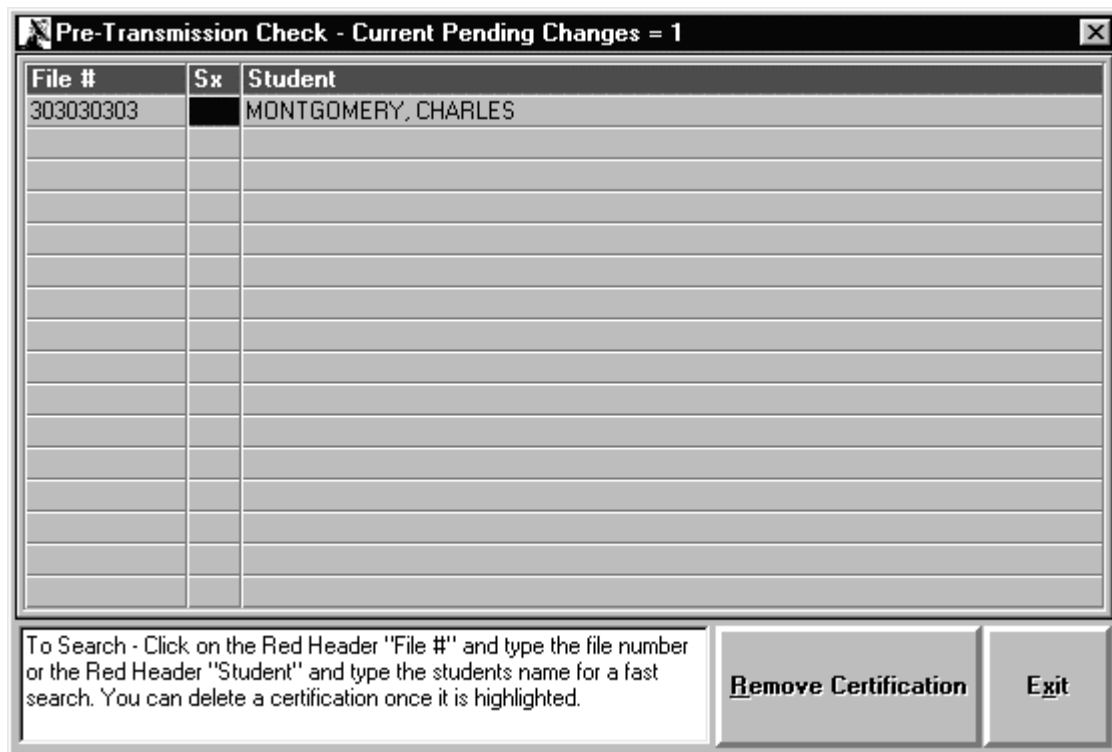
(1) The top of the screen shows the number of enrollment certifications waiting to be sent. The file number, the suffix (chapter 35 only), the student (first and last name), and the beginning and ending dates appears. Records are in numerical order by file number. To display them in alphabetical order, click on “Student.” To return to numerical order, click one “File #.”

(2) You can search for a record with the student’s file number or last name. To search by file number, click on “File #.” Enter the file number. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire number. You can also do name searches. Click on “Student.” Enter the student’s last name. As you type, VACERT searches. In most cases, you will see the record in the grid before you enter the entire name.

(3) After highlighting a record, you can remove it by clicking the Remove Certification button. A box appears asking if you really want to remove the certification. To remove the record, click the Yes button.

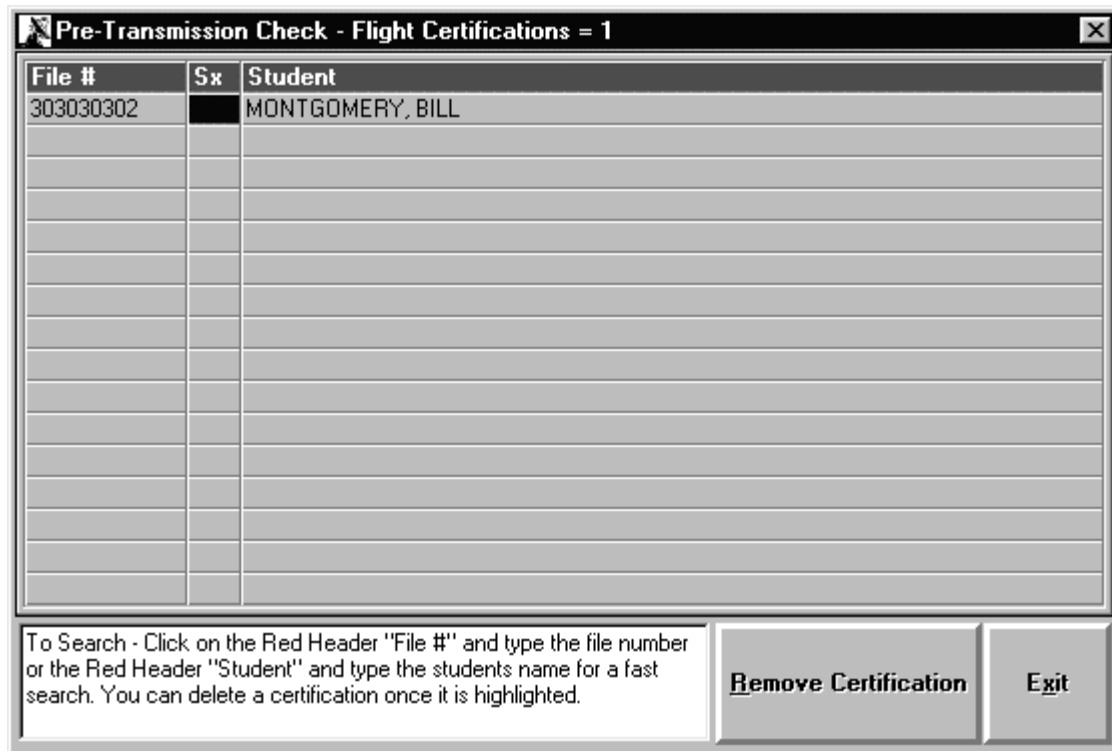
(4) Click the Exit button to return to the VACERT Main Menu.

**c. Changes.** To see pending notices of change in student status, select File, Pre-Transmission Check, and Changes on the drop down menu or move the cursor to Changes in the lower left hand corner of the VACERT Main Menu. Click the left mouse button when the cursor points to the left. The Pre-Transmission Check – Current Pending Changes screen in figure 4.25 appears.



**Figure 4.25 Pre-Transmission Check – Current Pending Changes Screen**

**d. Flight.** To see enrollment certifications for flight training, select File, Pre-Transmission Check, and Flight Training on the drop down menu or move the cursor to Flight Training in the lower left hand corner of the VACERT Main Menu. Click the left mouse button when the cursor points to the left. The Pre-Transmission Check – Flight Certifications screen in figure 4.26 appears.



**Figure 4.26 Pre-Transmission Check – Flight Certifications Screen**

## 4.18 Smart Transmissions

**a. General.** Smart Transmission allows you to enter enrollment certifications several weeks or months before the beginning of a term, quarter, or semester to transfer at a later date. This feature allows you to add previously saved enrollment certifications to the Pre-Transmission file by selecting from the databases those certifications that meet your selection criteria and have not been sent to the RPO. Smart Transmission can also be used to identify advance pay requests that can be sent between 30 and 120 days before the beginning date of the term.

**b. Requirement.** Confirmed enrollment certifications are not required for chapter 30 trainees unless they are on active duty or enrolled at less than 1/2 time and are eligible for a lump-sum payment. Unconfirmed chapter 32, 35, and 1606 enrollment certifications may be submitted up to 60 days before the beginning date of a term if all the following conditions are met:

- (1) The student is preregistered for the term;
- (2) The training time is 1/2 or more;
- (3) The certification is not for the student's initial term; and

(4) There is less than a full calendar month break between terms of standard length, or there is a break of less than 31 days between terms of nonstandard length.

**c. Access.** When you are ready to send the enrollment certifications to the RPO, select File and Smart Transmission on the drop down menu. The VACERT Smart Transmission screen in figure 4.27 appears.

Smart Dates 1		Beginning	Ending
02/02/1998	05/22/1998		
02/02/1998	03/27/1998		
03/30/1998	05/22/1998		
06/01/1998	07/24/1998		
06/08/1998	07/10/1998		
07/13/1998	08/14/1998		
08/24/1998	12/11/1998		
08/24/1998	10/16/1998		

Exit Cancel SmartTrans

**Figure 4.27 VACERT Smart Transmission Screen**

**d. Screen.** The SmartDates are in the left hand column. Double click anywhere on the border to see additional dates. To start, drop-and-drag the beginning and ending dates for the term to the first field in the right hand column. If you want advance pay requests, click the block to the left of the "Advance Payment Request." Click the SmartTrans button. VACERT asks you if you want to print the enrollment certifications added to the Pre-Transmission file. You can print them now or when you send them to the RPO. VACERT searches for enrollment certifications that meet the criteria and were not sent to the RPO. The enrollment certifications are added to the Pre-Transmission file. VACERT shows the number of enrollment certifications added to the Pre-Transmission file. You can use the Pre-Transmission Check to see the actual enrollment certifications. (See subparagraph 4.17b above.)

**e. Stopping.** Click the Cancel button to stop the search.

**f. Exit.** Click the Exit button to return to the VACERT Main Menu screen.

## CHAPTER 5

### ETCERT

#### 5.1 General

**a. General.** ETCERT is VACERT's communications program. The maximum transmission speed is currently limited to 9600 Baud due to the RPO's PCs and modems. A future upgrade will allow for transmission speeds up to 28.8 Baud.

**CAUTION:** Before running ETCERT, close VACERT. Because of common databases, it is dangerous to have ETCERT and VACERT running at the same time.

**b. Setup.** The first time you open ETCERT, the ETCERT Setup screen in figure 5.01 appears. See paragraph 5.5 below for the procedures to locate the serial port, determine your modem speed, select your modem, and add any special dialing needs to the toll-free number.



**Figure 5.01 ETCERT Setup Screen**

**c. Checks.** When you open ETCERT, the first thing it does is check your modem. If it does not find the modem or finds a problem, the ETCERT – Initialization Error screen appears. See paragraph 5.04d below for the procedures to initialize the modem.

#### 5.2 The Main Menu Screen

**a. Screen.** If ETCERT does not find any problems, the ETCERT Main Menu in figure 5.02 appears.





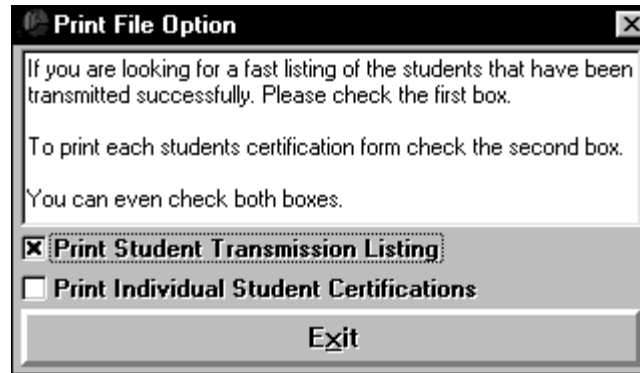
**Figure 5.02 ETCERT Main Menu Screen**

**b. Options.** The ETCERT Main Menu has 4 options, Transmit Certifications, Communications Setup, Pre-Transmission Check, and Exit. These options and 4 additional ones are available on the drop down menu under File. The 4 additional options available on the drop down menu are Advanced Information, Change Password, Print Certification Setup, and Printer Setup. See paragraph 5.6 below for information on the Advanced Information options. See paragraph 5.4b below for information on changing the Transmit Certifications password. See paragraph 5.3 below on information on the Print Certification Setup. The Printer Setup is identical to the procedure for VACERT. See paragraph 4.1e for the information.

### 5.3 Print Certification Listings

**a. General.** Unlike the DOS version that automatically prints a listing of records after the successful transfer of a transmission file, the Windows version requires you to tell it you want the listings.

**b. Screen.** Select File and Print Certification Setup on the drop down menu. The Print File Option screen shown in figure 5.03 appears.

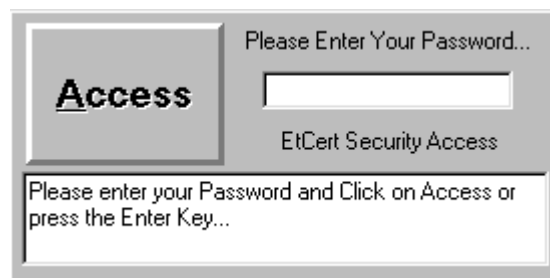


**Figure 5.03 ETCERT Print File Option Screen**

**c. Procedure.** If you want a listing of transmission files with the file name, the date of transfer, and the records in the files after each successful transmission, click the block to the left of Print Student Transmission Listing. If you want 1999s or 1999bs for each student in the transmission file, click the block to the left of Print Individual Student Certifications. You only have to do this one time. Click the Exit button to return to the ETCERT Main Menu.

## **5.4 Transmit Certifications**

**a. General.** To transfer enrollment certifications and notices of change in student status, select File and Transmit Certifications on the drop down menu or click the Transmit Certifications button. The ability to transfer files is password protected. The ETCERT Password screen in figure 5.04 appears. Enter your password and click the Access button. If you do not know the password, contact your RPO's Program Administrator.



**Figure 5.04 ETCERT Password Screen**

**b. Changing the Password.** You can change the access password. Select the File and Change Password on the drop down menu. Enter the password. Then, enter the new password. Click the Access button to save the change. Record the new password when you change it.

**CAUTION:** Record the new password when you change it. ETCERT does not ask you to confirm your new password after changing it. If someone changes the password without telling you and you cannot get into ETCERT, contact the RPO's Program Administrator.

**c. Disabling the Password.** If you are the only one using ETCERT, you can disable the password. Select File and Change Password from the drop down menu. When the password screen appears, enter the password. When the screen asks for the new password, type “none” in the password field. Click the Access button. A message appears confirming that you have changed the password to “none.” The next time you select Transmit Certification, the password screen will not appear.

**d. Screen.** If there are enrollment certifications and notices of change in student status waiting to be sent, the ETCERT – Transmit Certification screen in figure 5.05 appears.

**Figure 5.05 ETCERT Transmit Certifications Screen**

(1) The screen shows the transmission files and number of records in each one. You can prevent a transmission file from being sent by removing the “X” in the block to the left of “Transmit File #1,” “Transmit File #2,” or “Transmit File #3.”

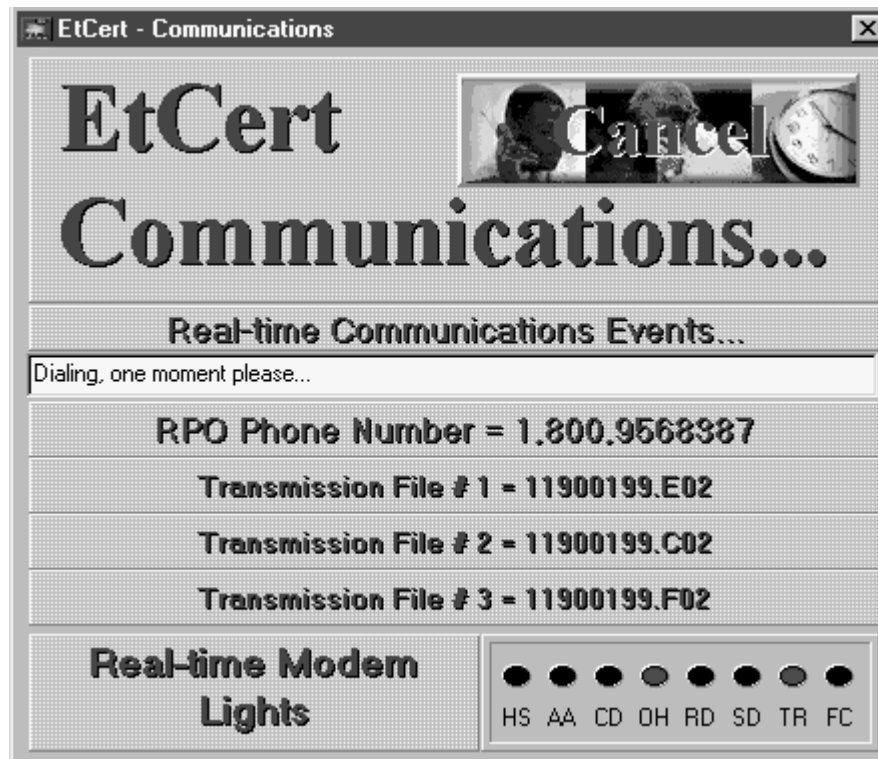
(2) Click the Exit button to return to the ETCERT Main Menu.

(3) Click the Transmit button to continue processing.

(4) Click the Historical Files button to see transmission files that have been sent to the RPO. See paragraph 5.09 for information on retransmitting files.

**e. Transmitting.** When you click the Transmit button, the ETCERT Communications screen in figure 5.06 appears. The text field in the middle of the screen tells you what is happening. The screen

shows the telephone number you are calling and from 1 to 3 transmission file names. If your modem drops the carrier before the transmission starts, see subparagraph 5.06c(1) below for the solution. If the transmission is successful but the modem does not disconnect, see subparagraph 5.06c(2) below for the solution.



**Figure 5.06 ETCERT Communications Screen**

(1) Click the Cancel button in the upper right hand portion of the screen to stop the transmission. The legend on the button changes to Exit.

(2) Click the Exit button to return to the Transmit Certifications screen.

**f. Transmission Tracking.** To help you determine if a transmission file was successfully sent, ETCERT includes a transmission tracking feature. From the Transmit Certification screen shown in figure 5.05 above, select File and TransTrack on the drop down menu. The Transmission Tracking screen in figure 5.07 appears.



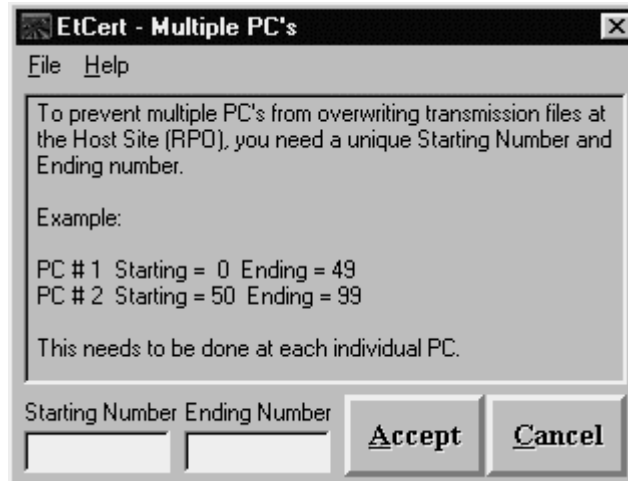


**Figure 5.08 ETCERT Communications Setup Screen**

**b. Assigning Transmission File Numbers.** MPCNL is for schools with multiple locations without facility codes assigned to each location. Each branch location must be able to certify VA students. For example, a public community college has 2 facility codes, one for IHL (standard college degree) programs and one for NCD (certificate or diploma) programs. The school offers the programs at a main campus and 4 branches. Each location has a certifying official. The problem is how to avoid having 2 or more certifying officials send transmission files with identical file names on the same day. The second and subsequent transmission files will wipe out the previous ones. The solution is to use MPCNL to assign a range of transmission file numbers to the 5 locations. The main campus would be assigned terminal digits 00 through 19. One location would be assigned terminal digits 20 through 39. Another location would be assigned terminal digits 40 through 59.

(1) Select File and MPCNL on the drop down menu or click the MPCNL button.

(2) If the situation applies to your school, click the Yes button. The ETCERT – Multiple PCs screen in figure 5.09 appears. Enter the range of transmission numbers assigned to the PC. Click the Accept button. Repeat the process with every PC with the Windows version of VACERT installed.



**Figure 5.09 ETCERT Multiple PCs Screen**

**NOTE:** If you plan to add additional locations, we suggest that you do not assign all the digits. For example, if you have 5 locations and 4 are using the Windows version, we suggest assigning 20 digits to each location, rather than 25 digits. That way, when the fifth location switches to the Windows version, you will not have to change the digits assigned to the other 4 locations.

**c. Serial Ports.** To find or change the serial port, select File and Serial Ports on the drop down menu or click the Serial Ports button. The ETCERT – Serial Ports screen in figure 5.10 appears. The top of the screen shows the current serial port and modem speed. You can use the up and down arrows to select other communications ports and modem speeds. After making your selection, click the Test Your Communications Port button. The message with the results of the test appears.

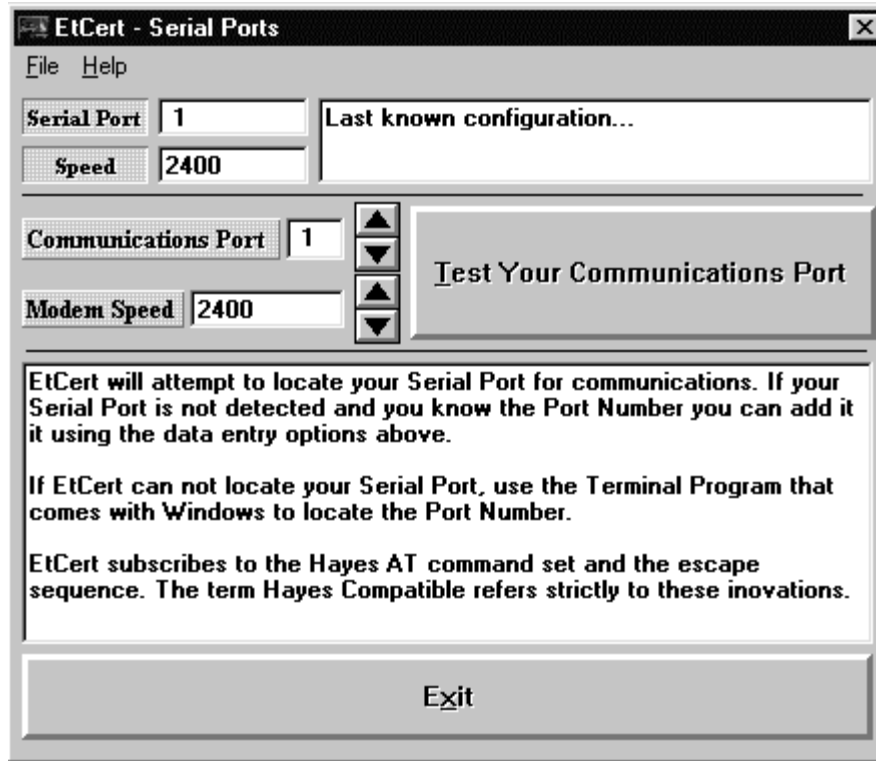
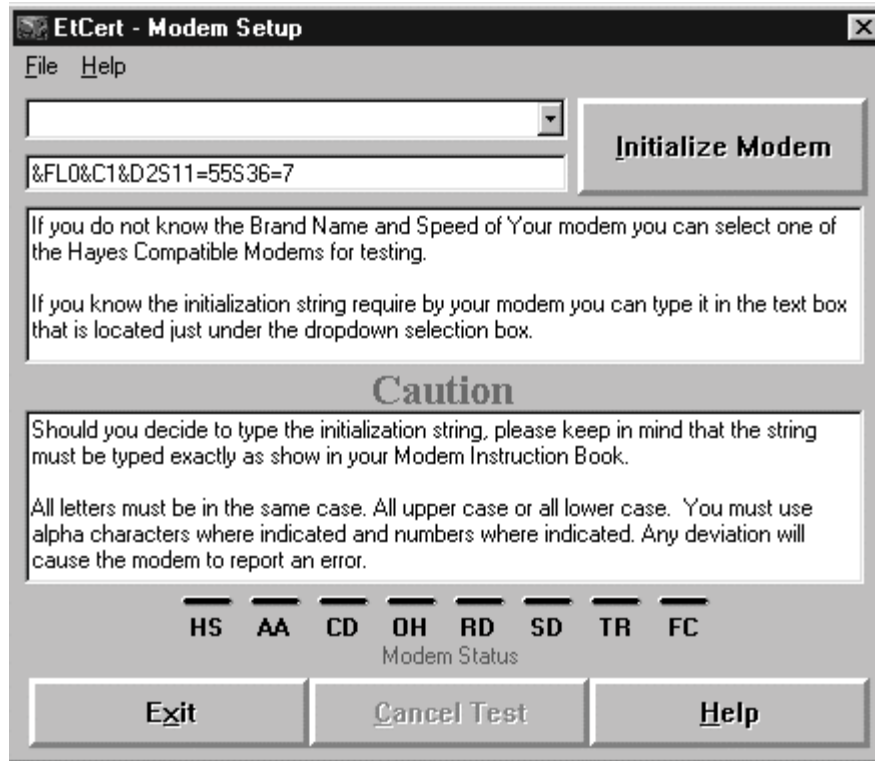


Figure 5.10 ETCERT Serial Ports Screen

**d. Modems.** To find your modem, select File and Modems on the drop down menu or click the Modems button. The ETCERT – Modem Setup screen in figure 5.11 appears. If you know the name of your modem, click the down arrow and type in the first couple of letters in the name. ETCERT starts searching when you start typing. Highlight your modem. Click the Initialize Modem button. ETCERT checks the modem. A message appears with the results of the test. If your modem is not listed, you can select a Hayes compatible modem to test. Or, if you know the initialize string required for your modem, you can enter it on the second line.





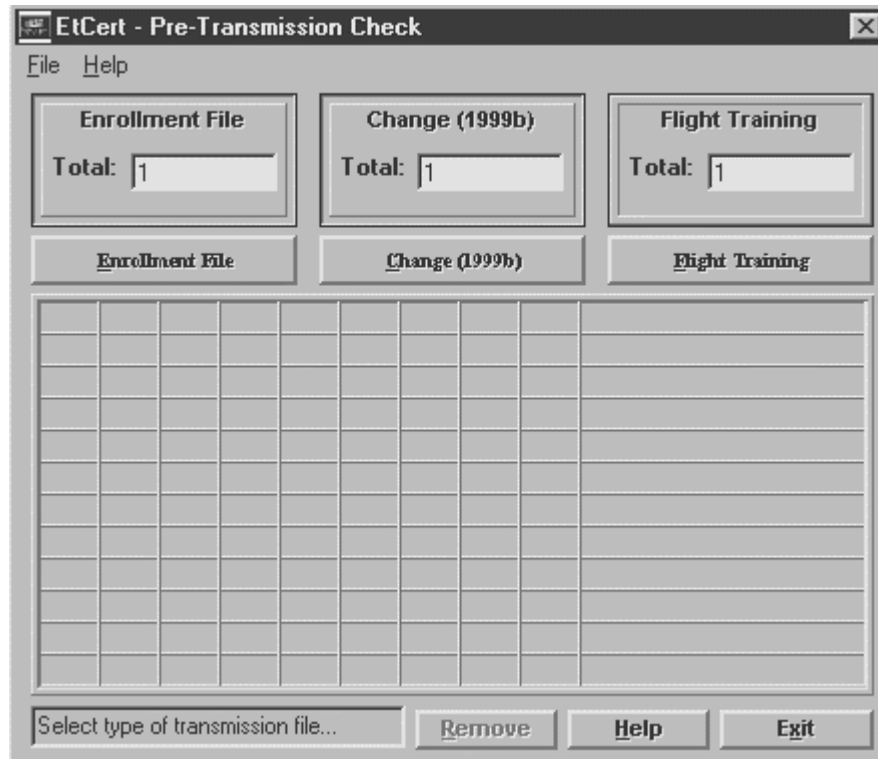
**Figure 5.11 ETCERT Modem Setup Screen**

- e. **Stopping.** Click the Cancel Test button to stop the process.
- f. **Return.** Click the Exit button to go back to the Communications Setup Menu.

## 5.6 Pre-Transmission Checks

**a. General.** The ETCERT Pre-Transmission Check is similar to the VACERT Pre-Transmission Check. The only thing different is the screens. This is your last chance to remove an enrollment certification or a notice of change in student status from the transmission files before sending it to the RPO. If you remove an enrollment certification or a notice of change in student status, the student's historical tracking record is updated to show that the enrollment certification or notice of change in student status was removed before transmitting.

**b. Screen.** Select File and Pre-Transmission Check on the drop down menu or move the cursor to the Pre-Transmission Check button and click the left mouse button. If no enrollment certifications or notices of change in student status are waiting to be sent, a message appears. If enrollment certifications or notices of change in student status are waiting to be sent, the ETCERT Pre-Transmission Check screen in figure 5.12 appears.



**Figure 5.12 ETCERT Pre-Transmission Check Screen**

**c. Display.** The screen shows the number of enrollment certifications or notices of change in student status waiting to be sent. To see a list of the individual records, click the button underneath the desired category. Records appear in numerical order by file number. To display them in alphabetical order by the student's last name, click on "Student" in the header. To return the records to numerical order, click on "File #" in the header.

**d. Searches.** If there are more than 10 records waiting to be sent, you can search for a record. Click once on "File #." Enter the student's file number. As you type, ETCERT searches. In most cases, you will see the record in the grid before you enter the entire number. You can also do name searches. Click once on "Last Name." Enter the student's last name. As you type, ETCERT searches. In most cases, you will see the record in the grid before you enter the entire name. Once the desired record appears in the grid, click on it to see the information.

**e. Removing a Record.** You can remove a record from the Pre-Transmission file by highlighting the line and clicking the Remove button. A box appears asking if you really want to remove the record. Click the Yes button to remove the record.

**f. Return.** Click the Exit button to return to the ETCERT Main Menu.

## 5.7 Advanced Information

**a. General.** To find the name and telephone number of the RPO's Program Administrator, set up hardware, or change the telephone number, select File and Advanced Information on the drop down menu or move the cursor to the Pre-Transmission Check button and click the right mouse button. The ETCERT Advanced Setup screen in figure 5.13 appears. The ETCERT Advanced Setup screen has 4 options, Atlanta/Buffalo/Muskogee/St. Louis, Hardware, Telephone Information, and Return.



Figure 5.13 ETCERT Special Advanced Setup Screen

**b. RPO Program Administrators.** To find the name, address, and telephone number of the RPO's Program Administrator, select File and Regional Processing Centers or click the Atlanta/ Buffalo/Muskogee/St. Louis button. Move the cursor to the desired RPO and click the left mouse button. A screen with the information appears.

**c. Hardware.** To set up the PC's hardware to transfer files, select File and Hardware or click the Hardware button. The ETCERT Hardware screen in figure 5.14 provides various solutions if you are experiencing problems transferring files to the RPO. Before trying any options, contact your technical assistance staff to have them verify that your modem is properly installed and in good working order. You may want to give your technical assistance staff access to this screen to try to resolve a problem.

**EtCert - Hardware**

**Communications Port**

☒ Comm 1   ☐ Comm 2   ☐ Comm 3   ☐ Comm 4  
☐ Comm 5   ☐ Comm 6   ☐ Comm 7   ☐ Comm 8   **Auto Detect**

**Transfer Speed (BPS)**   **UART Chip**

☒ 2400   ☐ 4800   ☐ 9600   **Auto Detect**  
☐ 14400   ☐ 28800   ☐ 36600

☐ Older PC  
☒ Newer PC

**Drop DTR to Disconnect**

☐ Use this option if your modem does not disconnect after file transfers.

**Ignore Carrier Detect During File Transfer**

☐ Use this option if your modem drops carrier during file transfers.

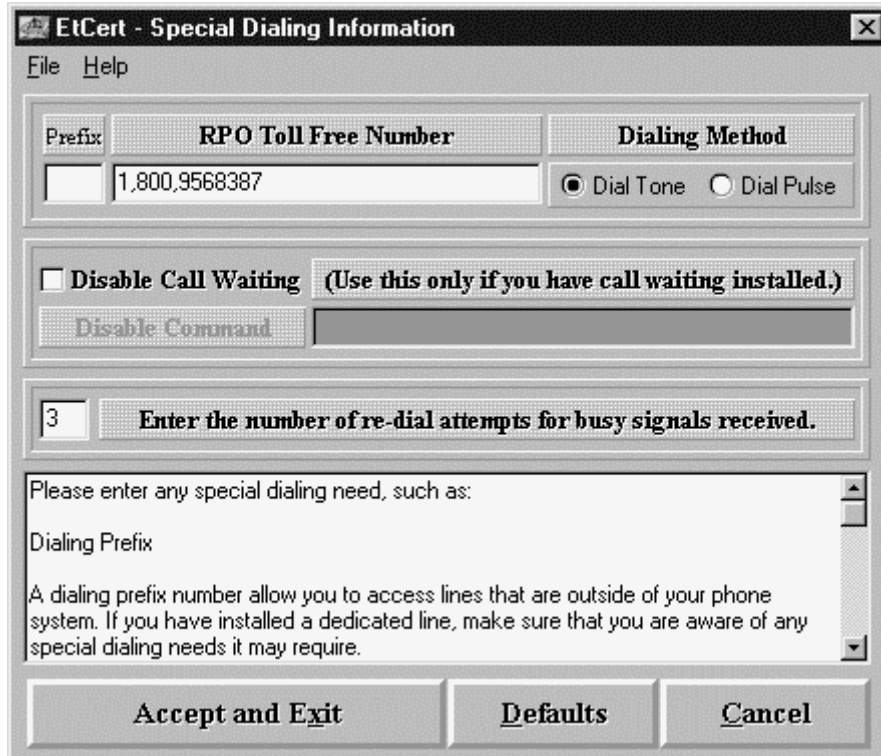
**Exit Hardware Program**

**Figure 5.14 ETCERT Hardware Screen**

(1) Click on the box to the left of “Use this option if your modem does not disconnect after file transfers” if your modem fails to disconnect after a successful transmission.

(2) Click on the box to the left of “Use this option if your modem drops carrier during file transfers” if your modem repeatedly drops the carrier before starting a transmission.

**d. Changing the Telephone Number.** To add a prefix or suffix to the VACERT toll-free number (1-800-956-8387), choose between pulse and tone dialing, disable call waiting, and increase the number of re-dial attempts, select File and Telephone Information on the drop down menu or click the Telephone Information button. The ETCERT Special Dialing Information screen shown figure 5.15 appears. The text box in the center of the screen contains information on the options.



**Figure 5.15 ETCERT Special Dialing Information Screen**

- (1) To add a prefix to the toll-free number, enter it in the prefix block.
- (2) To change the telephone number, highlight it and press the Backspace key. Enter the new telephone number. Use a comma to insert a pause between “1” and the area code. To restore the VACERT toll-free number, click the Defaults button.
- (3) To add a suffix at the end of the toll-free number, enter it after the telephone number.
- (4) The dialing method option allows you to select between dial tone or dial pulse.
- (5) The disable call waiting option allows you to disable call waiting. If you have call waiting on the telephone line you are using to transfer files, you should disable it before sending files. An incoming call intercepted by call waiting could interfere with the transmission. You can restore call waiting after a successful transmission.
- (6) The program is set to attempt to re-dial the toll-free number three times. You can increase or decrease the number.
- (7) Click the Accept and Exit button to save your changes.
- (8) Click the Defaults button to restore to the program defaults.

(9) Click the Cancel button to return to the ETCERT Special Advanced Setup Menu without saving your changes.

## 5.8 Transmission File Names

**a. General.** Transmission file names are assigned when you click the Transmit button on the ETCERT Transmit Certifications screen. See paragraph 5.04d for additional information.

**b. Structure.** The transmission file name consists of the school's 8 character facility code, a decimal point, the letter E, C, or F, and a number between 00 and 99. The letter describes the contents of the file. Files with an "E" contain enrollment certifications. Files with a "C" contain notices of change in student status. Files with an "F" contain enrollment certifications for flight training.

**c. Justification.** Unique file names are used to prevent the current DOS version of CERTIFY, VACERT's host program, from writing over another file with the same name. For example, if you sent 2 different transmission files with the same name, the second one would write over the first one. The RPO's records would only show that one transmission file was received. With the Windows version, you would have to send 99 transmission files in one day before there was any danger of sending a file with the same name.

**d. Renaming.** Please do not rename transmission files. If an RPO experiences a problem in processing, the RPO's Program Administrator may contact you and ask you to retransmit a specific transmission file. This only occurs if the RPO's Program Administrator is unable to recreate the transmission file from the historical records. Therefore, it is very important that you do not change the transmission file names after they are sent to the RPO.

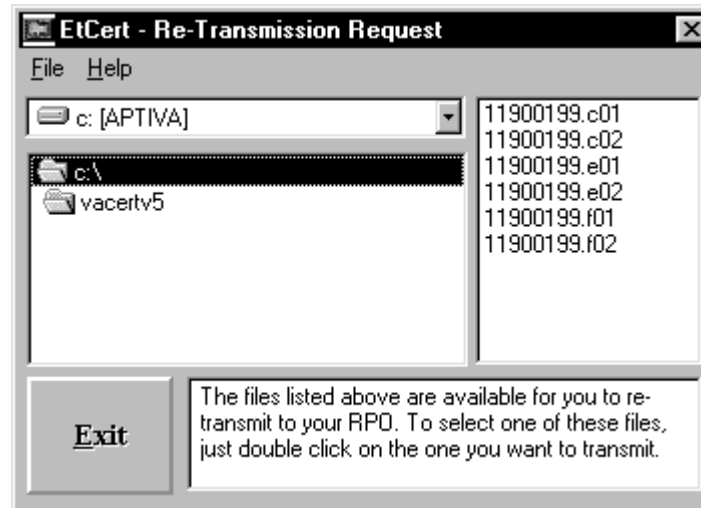
## 5.9 Trouble Shooting/Retransmitting

**a. General.** ETCERT checks serial ports and modems every time you run it. If the program finds a problem, a message appears. In most cases, the program will instruct you to initialize your modem.

**b. Trouble Shooting.** If you experience problems sending transmission files to the RPO, there are several steps. First, have your technical assistance staff check your telephone line and modem. Second, check the telephone number. Third, contact the RPO's Program Administrator to determine if the RPO has been having any problems with its PCs or telephone lines that would interfere with transmissions.

**c. Retransmitting.** Do not resend transmission files unless specifically asked to do so by the RPO's Program Administrator. To resend a transmission file, select File and Transmit Certifications on the drop down menu or click the Transmit Certifications button. When the Transmit Certifications screen appears, click the Historical Files button. The ETCERT – Re-Transmission Request screen in figure 5.16 appears. When you find the transmission file you want to resend, double click on it. A message appears asking if you want to resend the transmission file. If you click the Yes button, the

ETCERT Communications screen in figure 5.06 appears. If you click the No button, the selection is canceled. Click the Exit button to return to the ETCERT – Transmit Certification screen.



**Figure 5.16 ETCERT Re-Transmission Request Screen**

## CHAPTER 6

### VAREPORT

#### 6.1 General

**a. General.** VAREPORT allows you to use the information in your VACERT databases to generate reports. We are developing preformatted queries that will be available on the VACERT web site. These queries will allow you to generate reports by selecting the query and entering the data that you want to use in the query.

**b. Other Report Generators.** You may use another program to generate reports using the information in your VACERT databases. You may find the information in this chapter and in the VAREPORT Help files useful in creating reports.

#### 6.2 The Main Menu Screen

**a. Access.** When you run VAREPORT, the Main Menu screen in figure 6.01 appears. The Main Menu provides 3 options, select a data file, select a query, and speed indexing.

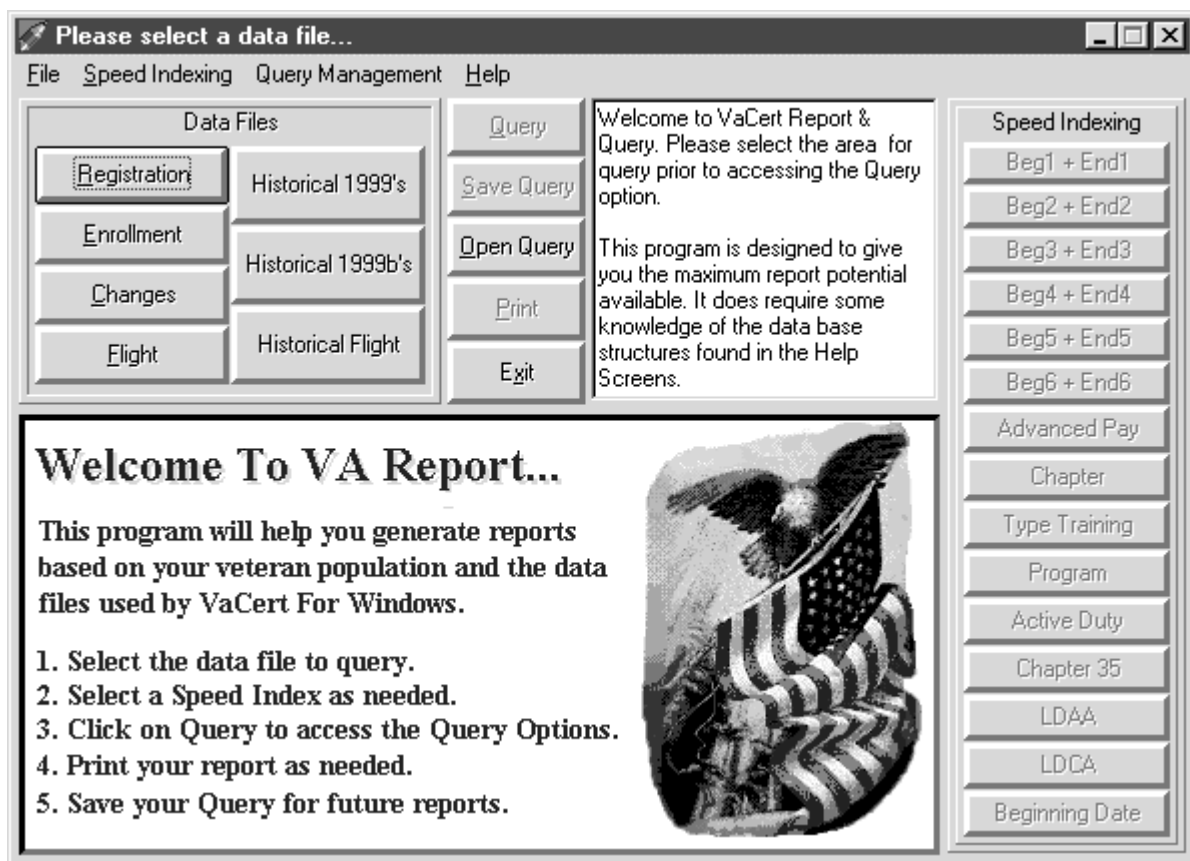


Figure 6.01 VAREPORT Main Menu Screen



**b. Fields.** The first step is to determine the fields that you want to use in the query. The second step is to select the data file that contains the fields you want to use in the query. VACERT has 7 data files.

(1) Registration. The Registration data file contains the fields on the Student Registration screen described in paragraph 4.2 above. It also contains the fields on the telephone plus screen. This is important to remember if you want to use the information you entered in the 3 miscellaneous fields on the telephone plus screen.

(2) Enrollment. The enrollment data file contains the fields on the enrollment certification screen described in paragraph 4.3 above. This is the information on the last enrollment certification that you entered. In other words, the information that appears on the enrollment certification screen when you click on Registration and 1999.

(3) Changes. The change data file contains the fields on the notice of change in student status screens described in paragraph 4.4 above. This is the information on the last notice of change in student status that you entered. In other words, the information that appears on the termination or Change-in-Student-Status screen when you click on Registration and 1999b.

(4) Flight. The flight data file contains the fields on the enrollment certification for flight training screen and the monthly certification of flight training screens described in paragraphs 4.5 and 4.6 above. This is the information before the enrollment certification for flight training has been sent to the RPO. Once an enrollment certification for flight training has been sent to the RPO, the information is in the Historical Flight data file.

(5) Historical 1999s. The historical 1999s data file contains the fields on the enrollment certification screen described in paragraph 4.3 above. It contains all the information from all the enrollment certifications sent to the RPO for a student.

(6) Historical 1999bs. The historical 1999bs data file contains the fields on the notice of change in student status screens described in paragraph 4.4 above. It contains all the information from all the notices of change in student status that have been sent to the RPO for a student.

(7) Historical Flight. The historical flight data file contains the fields on the enrollment certification screen for flight training described in paragraph 4.5 above. It contains all the information from all the enrollment certifications that have been sent to the RPO for a student.

**c. Help.** If you are not sure where a field is stored, click on Help. When the table of contents appears, click on The Fields. When The Fields screen appears, click on the data file that you think may contain the field. All the fields in the 7 data files are listed on the Help screens. The screens can be printed for future reference.

**d. Speed Indexing.** When you click on a data file, the speed indexing column on the right side of the screen changes. Speed indexing is one way to increase the speed of your queries by identifying

fields for queries. For example, if you click on Historical 1999s, speed indexing shows that the 6 beginning and ending dates and advance pay options are available. To select a speed index, click on it. The block will change to “Working” while it moves the speed index into the Index Tag and Expressions block on the query screen.

**e. Options.** You have 5 options under select query. Click on Query to start a new query. Click on Save Query to save a query. Click on Open Query to use one of the queries you have saved. Click on Print after you complete your query and have generated a report. Click on Exit to close VAREPORT.

### 6.3 The Query Screen

**a. General.** After selecting a data file and deciding whether to build a new query or use an existing query, the VAREPORT Filter Builder screen in figure 6.02 appears. The 4 options are the Field List, Functions, Index Tag, and Expression. Once you have built a query, the screen allows you to test the query, execute the query, cancel the query, and show a count of the number of records found.

Field List				Functions	Index Tag	Expression
TTNG	C	50	0	ALLTRIM()	register.ntx	fnsx
PROG	C	50	0	AT()	reglname.ntx	upper(lnam)
PTNG	C	50	0	CTOD()	regssan.ntx	ssan
FNUM	C	9	0	DATE()		
SUFx	C	1	0	DAY()		
CHAP	C	9	0	DELETED()		
ADR1	C	35	0	DESCEND()		
ADR2	C	35	0	DTOC()		
LNAM	C	20	0	DTOS()		
FNAME	C	15	0	EMPTY()		
CITY	C	35	0	IIF()		
STAT	C	2	0	LEFT()		
ZIPC	C	10	0	LEN()		
DUTY	L	1	0	MONTH()		
FNSX	C	10	0	RECNO()		
SSAN	C	12	0	RIGHT()		
ACHG	L	1	0	SPACE()		

Filter expression entry box

**Figure 6.02 VAREPORT Filter Builder Screen**

**b. Fields.** The Field List shows all the fields in the data file you selected. At first glance, the field names may seem strange. However, if you printed the Help screens that show all the fields in the data files, you can match the abbreviated field name on the Field List with the information on the Help screens. The Field List shows the field, the type (D for Date, C for Character, or L for Logical), the size, and the decimals.

**c. Functions.** The Functions are a series of questions that make it easier to build queries. The following tables show the modifiers and the functions and what they do. When you highlight a function on the filter builder screen, the legend under the filter expression entry block shows the definition for the function.

MODIFIER	DEFINITION
<expC>	This refers to a character field.
<expD>	This refers to a date field.
<expN>	This refers to a numerical field.
<exp>	This refers to any kind of field.

FUNCTION	DEFINITION
AllTrim(<expC>)	Removes leading and trailing spaces from a character field.
AT()	Returns position of search in target.
Ctod(<expC>)	Converts a date entered in the mm/dd/yyyy format to the yyyy/mm/dd format used in the data files.
Date()	Returns the current program date.
Day(<expD>)	Returns the numerical value of the day of the month you pasted to it. For example Day(Date()) would show the numerical value of the current program date.
Deleted()	If a record has been marked for deletion, this function will come back as true.
Descend(<exp>)	Do not use. None of the current VACERT indices are in descending order.
Dtoc(<expD>)	Converts a date to a character.
Dtos(<expD>)	Converts a date to a string.

FUNCTION	DEFINITION
Empty(<exp>)	Used to check if a field or variable is empty.
IFF()	Logical expression for true or false.
Left()	Returns the left most characters.
Len(<expC>)	Returns the length of a character field or a string of characters.
Month(<expD>)	Returns the numerical value of the month passed to it.
RecNo()	Returns the position of the file of the record being pointed to.
Right()	Returns the right most characters.
Space(<expN>)	Returns as many spaces as requested by entry in the numerical field.
STR	Converts numbers to characters.
SUBSTR()	Returns a portion of a character string.
Time()	Returns the program time as a character string.
Trim(<expC>)	Returns a character field or string of characters with all trailing blank spaces removed.
Upper(<expC>)	Returns a character field or a string of characters in all capitals.
Val(<expC>)	Returns the value of a character field or string of characters previously defined as a character.
Year(<expD>)	Returns the numerical value of the date field passed to it.

**d. Index Tag and Expression.** The Index Tag and Expression identify the index you are using. If you did not select a speed index on the Main Menu screen, it shows the name of the data file and the first field in that data file. If you selected a speed index, it shows the Function and the Field(s).

**e. Expression Entry Box.** The cursor will be positioned in the filter expression entry box to the left of the Test button. This is the field where you enter the query. If you selected a speed index, click on the function(s) and field(s) in the speed index. Your entry in the file expression entry box should be

identical to the speed index. The next step is to select one or more of the options in the boxes underneath the Index Tag and Expression box. The following table explains the options:

OPTION	DEFINITION
=	Equals
<=	Less than or equal to
\$	Is contained in
<	Less than
>=	Greater than or equal to
(	Left parenthesis to change evaluation order
>	Greater than
<>	Not equal to
)	Right parenthesis to change evaluation order
.AND.	Logical AND separates two expressions
.OR.	Logical OR separates two expressions
.NOT.	Logical NOT negates the following expression

**f. Options.** After selecting the function(s) and field(s), move the cursor to the right of the closing parenthesis and select the option(s). Be careful in your selection(s). For example, you want all the students certified for a term with numerous beginning dates and ending dates for a term. If you select = you will only get the records where the beginning date and ending date on the enrollment certifications are identical to your entries. To get all the enrollment certifications for the term, you should select >= than your entry in the beginning date and <= to your entry in the ending date. Then, enter the earliest beginning date and the latest ending date.

**g. Numbers and Dates.** When entering the numerical data or dates to search for, put quotation marks before and after your entry. For example, to generate a listing of enrollment certifications for flight training with beginning dates after January 1, 1998, select the flight data file. Click on DTOS in the Function box and BEGF in the Field List. Click on greater than or equal to. Enter the date in ccyyymmdd format inside quotation marks. Your filter expression entry box should look like:

**DTOS(BEGF) >= "19980101"**

**h. Letters.** When you select a character field, the program will put apostrophes before and after your entry. For example, to generate a listing of students certified for criminal justice, select the Student Registration data file. Click on the speed index for program. Click on query. Click on PROG in the Field List. Click on equals. Enter criminal justice between the apostrophes. Your filter expression entry box should look like:

**PROG = 'CRIMINAL JUSTICE'**

**NOTE:** You do not have to enter the entire name of the program. The program will generate an identical report if you just enter 'CRIMINAL' in the filter expression entry box.

**i. Logical Fields.** When you select a logical field, you must put decimal points before and after the "T" for true or "F" for false. Logical fields are either true or false. It does not matter what you put in a field on the Registration screen or enrollment certification. The information is stored as true or false. For example, even though you click on the Advance Pay box to request an advance payment, the program stores this as true. For example, to generate a listing of students certified for advance payments, select the Enrollment data file. Click on the speed index for advance pay. Click on query. Click on APAY in the Field List. Click on equals. Enter "T" between the decimal points. Your filter expression entry box should look like:

**APAY = .T.**

**j. Testing.** Click the Test button to see if your entry in the filter expression entry box is acceptable and can be optimized. While optimizing does not guarantee that an expression will produce the desired results, it is beneficial if you are executing a lengthy and fairly complicated expression. If an expression can be optimized, the legend underneath the box shows "Expression can be fully optimized." If an expression cannot be optimized, the legend underneath the box shows "Expression cannot be optimized." This does not mean that the expression will not run. It will just not run as fast as a fully optimized expression.

**k. Executing.** Click on Execute to generate a report. The Main Menu screen appears with the report in figure 6.03. The columns that appears on the report are File #, S(uffix), Last Name, First Name, and Name of Program. If you want to print the report, click on Print. Click on Reset to do another query. Click on Save Query to save your expression for future use. Click on Open Query to use a previously created expression.

File Num	Sfx	Last Name	First Name	Nam
303030301		MONTGOMERY	ALAN	ASSI
303030302		MONTGOMERY	BILL	COM
303030303		MONTGOMERY	CHARLES	ASSI
303030304		MONTGOMERY	DAVE	BACI
303030305		MONTGOMERY	EDWARD	BACI
303030306		MONTGOMERY	FRED	BACI

Figure 6.03 VAREPORT with Report

**l. Cancel.** Click on Cancel to return to the VAREPORT Main Menu screen.

**m. Count.** Click on Count to show the number of records found by your expression. The number appears in the box underneath the filter expression entry box. We suggest clicking on Count before clicking on Execute. If your query finds a large number of records, it will take a while to generate the report after you click on Execute.

## 6.4 Queries

**a. State Field After Conversion.** To generate a report of all the converted records where the state field is not equal to your state and is not blank, run the following query:

- (1) Run VAREPORT;
- (2) Select the Registration data file;
- (3) Click on Query;
- (4) Double click on STAT under Field List;
- (5) Click on <> (not equal to);
- (6) Move the cursor between the 2 apostrophes and press the space bar twice;
- (7) Click on .or.;
- (8) Click on STAT under Field List;

(9) Click on = (equals) and enter the 2 character abbreviation for your state between the apostrophes;

- (10) Click on Counts to see the number of records found;
- (11) If records are found, click on Execute to generate a report; and
- (12) When the report appears, click on Print to print it.

**EXAMPLE:** A school official in Virginia wants to check the entries in the state fields on converted records. The entry in the filter expression entry box should be:

**STAT <> ‘ ‘.or. STAT = ‘VA’**

**b. Records in Registration Database.** To generate a report of all records in the registration database, run the following query:

- (1) Run VAREPORT;
- (2) Select the Registration data file;
- (3) Click on Query;
- (4) Double click on LNAME (Last Name) under Field List;
- (5) Click on <> (not equal to);
- (6) Move the cursor between the 2 apostrophes and press the space bar twice:
- (7) Click on Counts to see the number of records found equals the number of records in the Registration database;
- (8) If the number of records found are equal to the number in the Registration database, click on Execute to generate a report; and
- (9) When the report appears, click on Print to print it.

**EXAMPLE:** A school official wants to generate a listing of all the students in the Registration database. The entry in the filter expression entry box should be:

**LNAME <> ‘ ‘**

**c. Enrollments for a Term.** To generate a report of all records where enrollment certifications have been submitted for a term, run the following query:

- (1) Run VAREPORT;



- (2) Select the Historical 1999's data file;
- (3) Click on Beg1 + End1 under Speed Indexing;
- (4) After it changes to Completed, click on Query;
- (5) Double click on DTOS under Functions;
- (6) Double click on BEG1 under Field List;
- (7) Click on = (equals);
- (8) Enter the beginning date of the term in ccyymmdd format with quotation marks before and after;
- (9) Click on .and.;
- (10) Double click on DTOS under Functions;
- (11) Double click on END1 under Field List;
- (12) Click on = (equals);
- (13) Enter the ending date of the term in ccyymmdd format with quotation marks before and after;
- (14) Click on Counts to see the number of records found;
- (15) If records are found, click on Execute to generate a report; and
- (16) When the report appears, click on Print to print it.

**EXAMPLE 1:** A school official wants to check the enrollment certifications for the spring term beginning on February 2, 1998 and ending on May 22, 1998. The entry in the filter expression entry box should be:

**DTOS(BEG1) = "19980202" .AND. DTOS(END1) = "19980522"**

**CAUTION:** This expression will only find records where the beginning and ending dates are equal to the entries. If you have other terms during the spring with later beginning and ending dates or accelerated terms, this query will not find those records. However, with a couple of small changes, you could find all the records. To generate a query for all enrollments beginning on or after February 1st and ending on or before May 31st, your entry in the filter expression entry box should be:

**DTOS(BEG1) >= "19980201" .AND. DTOS(END1) <= "19980531"**

**EXAMPLE 2:** A school official wants to check advance pays requested for the spring term beginning on February 2, 1998 and ending on May 22, 1998. The entry in the filter expression entry box should be:

**DTOS(BEG1) = "19980202" .AND. DTOS(END1) = "19980522" .AND. APAY = .T.**